Chapter 6 - Non-Descriptive Profile Maintenance

PURPOSE

This chapter is intended to provide system users with an understanding of profile maintenance requirements for non-descriptive profiles. The following non-descriptive profiles are included:

20	—	Appropriation Number
22	—	Cost Allocation **(not used in Michigan)**
23	—	Cost Allocation Type **(not used in Michigan)**
24	—	Index Code
25	—	Agency Control
26	—	Program Cost Account
26A	—	PCA - Index Edit ~~Profile~~ **(FIA - 431 use only)**
26B	—	PCA - Object Edit ~~Profile~~ **(FIA - 431 use only)**
26T	—	Taxable Travel Withholding Classification
27	—	Project Control
29	—	Grant Control
31	—	Subgrantee Control **(not used in Michigan)**
33	—	Document Control
34	—	Agency Vendor **(not used in Michigan)**
~~51~~		~~Systemwide Vendor Mail Code~~
~~52~~		~~Systemwide Vendor~~
90	—	News/Help Table
91	—	Report Request
92	—	Grant/Project Billing Request **(not used in Michigan)**
93	—	Recurring Transaction Request
95	—	Report Distribution
550	—	Recurring Transaction~~s~~

For a complete list of Non-Descriptive profiles, see the R*STARS Reference Manual, Chapter 5, Section 5.1.

20 APPROPRIATION NUMBER PROFILE

The Appropriation Number profile predefines the level of organization, program and object control for each appropriation. This standard classification is referenced by a five-digit appropriation number which can be associated to or looked up by an index code or program cost account (PCA). An appropriation number is a line item in the General Appropriations Act and other legislation. By identifying and maintaining these classification elements in the Appropriation profiles, the user organization need enter only the appropriation code in the Index Code profile, PCA profile or alternatively on the input transaction to identify a transaction to an appropriation.

This profile also maintains many of the control indicators which relate to appropriations, allotments, agency budgets and allotments of agency budgets.

Relationship to Other Profiles

Data elements contained in the Appropriation profile must also be present in the Descriptive profiles (i.e., Appropriation Group, Object, Program Code). Furthermore, the program code must be consistent with the associated data elements in the Program Cost Account profile.

Profile Creation

The data elements contained in the Appropriation profile determine the classification and level of control to be exercised over appropriations. The following steps should be followed when creating the Appropriation profile:

- Review the current budget documents and identify all appropriations.

- Assign the appropriation numbers identified by legislation.

- Determine the organization, program, and object levels and type of control and allotment selection and type of control to be exercised over the appropriations.

- Determine the object level and type of control; and allotment selection and type of control to be exercised over the agency budget.

- Code the appropriation entries using the Appropriation Profile Maintenance Form and enter into the Appropriation profile.

20 APPROPRIATION NUMBER PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agy** Enter the three--character agency code, which must exist in the D02 Agency profile and 25 Agency Control profile.

■ **Appn Year** Enter the two--digit appropriation year to identify the appropriation year of the appropriation being maintained. May not be greater than the current fiscal year plus one.

■ **Appn No** Enter the five--digit appropriation number and up to a 40--character title for the appropriation.

Information Elements

■ **Description** Enter up to a 40--character additional description.

■ **Approp Type** Enter a one--digit appropriation type. Must be in the D53 Titles profile with the Table ID of "APTY." Examples are:
  1 — Operating
  2 — Open Ended
  3 — Work Project

■ **Group** Enter a two--digit appropriation group code. Must be in D15 Appropriation Group profile.

■ **Comp SRC/GRP** Enter a four--character comptroller source/group if the appropriation is restricted to a certain object or leave blank.

■ **Prog Code** Enter a four--character program code or leave blank. If entered, it must be at the same level as the Appropriation Level Program indicator.

■ **Rel Appn** Enter the five--digit related appropriation number or leave blank. This number is used to identify the legal level of control where more than one appropriation is established for internal control purposes. If entered, it must exist in D53 Titles profile with the Table ID of "RELA." This element will default to the current appropriation entered.

■ **Leg Sess**   Enter a three--digit legislative session. This number should correspond with the legislative session that the appropriation was approved in.

■ **Sess Call #**   Enter the two--digit session call number or leave blank. For example, the 1st regular session would be coded "1."

■ **Act BL #**   Enter up to a 10--character act bill number. This number relates to the act bill number in which the appropriation was approved.

■ **Section**   Enter up to a four--character section or leave blank.

■ **Paragraph**   Enter the three--digit paragraph or leave blank.

■ **Rider #**   Enter a four--character rider number when this appropriation is associated with a rider or leave blank.

■ **Appd Fund I/E**   Enter a one--character appropriated fund I/E as follows:
I — Include
E — Exclude
This field is used to restrict appropriation numbers to certain appropriated funds.

■ **Appd Fund**   Enter up to 10, four--digit appropriated funds or appropriated fund ranges. Each appropriated fund and appropriated fund range must be separated by commas. Appropriated fund ranges must be identified with a dash.

■ **Rev Obj I/E**   Enter a one--character comptroller revenue object I/E as follows:
I — Include
E — Exclude
This field is used to restrict certain comptroller revenue objects to an appropriation number.

■ **Rev Obj**   Enter up to 10, four--digit revenue objects, or revenue object ranges. Each revenue object or revenue object range must be separated by commas, and revenue object ranges must be identified with a dash.

■ **Exp Obj I/E**   Enter a one--character expenditure object I/E as follows:
I — Include
E — Exclude
This field is used to restrict certain comptroller expenditure objects to an appropriation number.

■ **Exp Obj**   Enter up to 10, four--digit comptroller expenditure objects, or comptroller expenditure object ranges. Each expenditure or expenditure range must be separated by commas, and expenditure ranges must be identified with a dash.

Indicator Elements

Some of the following elements have default values that will remain if not changed.

Appropriation

■ **UB**   Enter a one--character Unexpended Budget indicator as follows:
1 — No unexpended budget authority
2 — Unexpended budget authority for cash and budget
3 — Unexpended budget authority for cash/no authority for budget
This element determines whether the agency can roll forward unexpended budget authority for cash and budget into the new year.

Control Type

■ **Cash**   Enter a one--character Cash indicator as follows:
0 — None
1 — Absolute
2 — Advisory
This element determines the type of control exercised over Remaining Free Budget and Cash Available on a "Cash" basis.

■ **Accr**   Enter a one--character Accrual Control Type indicator as follows:
0 — None
1 — Absolute
2 — Advisory
This element determines the type of control exercised over Remaining Free Budget and Cash Available on an "Accrual" basis.

■ **Enc**   Enter a one--character Encumbered Control Type indicator as follows:
0 — None
1 — Absolute
2 — Advisory
This element determines the type of control exercised over remaining free budget and cash available on an "Encumbered" basis.

■ **Budg Type**   Enter a one--character Budget Type indicator as follows:

A — Appropriated
U — Unappropriated
N — Not Appropriated

■ **Rev Exc Col** Enter a one--character Revenue Excess Collection indicator as follows:
Y — Yes
N — No
This element determines if the appropriation can be increased automatically for excess revenues collected above the estimated collected budget.

An example illustration of the use of this indicator follows: If excess revenue authority exists, then revenues collected in excess of a budgeted estimate will act to increase budget authority. For example, assume that an appropriation includes a budget awarded to an agency from state funds as well as a portion that the agency must collect.

The appropriation adjusted budget could be $1,000,000 and the estimated collected could be $400,000. This means the agency has authority to spend $600,000 with no additional collections by the agency. The agency has authority to spend an additional $400,000 if it is collected. If the agency collects more than $400,000 it may have authority to spend the excess (this is controlled through the 20 Appropriation profile Excess Revenue Collected indicator).

■ **Dep Int Ind** Enter a one--character Depository Interest indicator as follows:
Y — Yes
N — No
This element determines if the appropriation can accept depository interest.

Appropriation Level

■ **Organization** Enter a one--character Organization Level indicator as follows:
0 — No Organization
1 — Organization Level 1 (Agency level)
2-9 — Organization Level 2-9
This element determines the level of the organization structure at which the appropriation will be controlled. It controls the posting of the organization code to the control key of the Appropriation Financial Table. For example, if the value is "2" the organization code value associated with level "2" on the transaction is posted to the control key of the Appropriation Financial Table.

■ **Prog**　　　　　Enter a one--character Program Level indicator as follows:
　　　　　　　　　0　— No Program Posting
　　　　　　　　　1-9 — Program Code Levels 1-9
　　　　　　　　　This element determines the level of the program structure at which the
　　　　　　　　　appropriation will be controlled. Must be at the same level of the program
　　　　　　　　　code entered in the information section above.

　　　　　　　　　This indicator controls the posting of the program code to the
　　　　　　　　　Appropriation Financial Table. For example, if the value is "1," the
　　　　　　　　　program code value associated with level "1" on the transaction is posted
　　　　　　　　　to the control key of the Appropriation Financial Table.

■ **Obj**　　　　　Enter a one--character Object Level indicator as follows:
　　　　　　　　　0 — No Object Posting
　　　　　　　　　1 — Comptroller Source/Group
　　　　　　　　　2 — Comptroller Object
　　　　　　　　　3 — Object
　　　　　　　　　This element determines the level of the object structure at which the
　　　　　　　　　appropriation will be controlled.

　　　　　　　　　This indicator controls the posting of the object to the control key of the
　　　　　　　　　Appropriation Financial Table. For example, if the value is "3" the object
　　　　　　　　　value associated with the comptroller object on the transaction is posted to
　　　　　　　　　the control key of the Appropriation Financial Table.

Allotment

■ **Sel**

Enter a one--character Selection indicator as follows:

N — No Allotments
M — Monthly Allotments
Q — Quarterly Allotments

This element determines if this appropriation will be monitored by period and, if so, monthly or quarterly.

This indicator also determines whether appropriation allotment edits are performed. If the value is "N" the allotment edit is not performed, otherwise the edit is performed.

■ **Ctl Type**

Enter a one--character Control Type indicator as follows:

0 — No
1 — Absolute
2 — Advisory

This control type determines the severity of the appropriation allotment edits.

The following two elements are used in reports. The purpose of the elements is to identify a particular quarter in which a maximum percentage of the appropriation authority may be expended. In some cases, as a recommendation, a user agency should not spend more than 33% of the appropriation authority in a particular quarter. The reason for having these two indicators is to provide reports to help monitor expenditures.

■ **Qtr**

Enter a one--character Quarter indicator as follows:

1 — 1st Quarter
2 — 2nd Quarter
3 — 3rd Quarter
4 — 4th Quarter
N — No

This element determines if a particular quarter will be monitored for expenditures to be less than the percentage identified below. For example, it may be desirable to flag appropriations where the expenditures exceed a specified percentage (33%) in a given quarter (4th quarter).

■ **Perc**   Enter a two--digit percent. This element is used in conjunction with the quarter above. The maximum percentage of an appropriation that may be spent in a particular quarter (as identified by the element above).

■ **Prog/Obj Bud**   Enter a one--character Program/Object Budget Object Level indicator as
Obj Lev Ind   follows:
0 — No Object Posting
1 — Comptroller Source/Group
2 — Comptroller Object
3 — Object
This element is not used. Field should be input as "0."

Agency Budget Indicators

■ **Ctl Type**   Enter a one--character Control Type indicator as follows:
0 — None
1 — Absolute
2 — Advisory
This element determines the severity of the agency budget edits.

■ **Obj Lvl**   Enter a one--character Object Level indicator as follows:
0 — No Object Postings
1 — Comptroller Source/Group
2 — Comptroller Object
3 — Object
4 — Agency Object Group
5 — Agency Object
This element determines the level of the object structure at which the agency budget will be controlled.

This element controls the posting of the object to the control key of the Agency Budget Financial Table. For example, if the value is "3" the object value (6000-personal services) associated with the comptroller object (6011-base salary) on the transaction is posted to the control key of the Agency Budget Financial Table.

■ **Allot Sel**   Enter a one--character Allotment Selection indicator as follows:
N — Not Applicable
M — Monthly
Q — Quarterly
This element determines if the agency budget will be allotted and, if so, monthly or quarterly. This element also determines whether agency budget

allotment edits are performed. If the value is "N" the agency budget allotment edit is not performed; otherwise the edit is performed.

■ **Allot Ctl**   Enter a one-character Allotment Control indicator as follows:
0   — None
1   — Absolute
2   — Advisory
Blank — Allotment controls do not apply. If the Allotment Selection indicator is equal to "N," then the Allotment Control indicator must be blank. This element determines the severity of the Agency Budget allotment edits.

■ **Capital**   Enter a one-character Capital Outlay indicator as follows:
Outlay Ind   **Y** — Capital Outlay
N — Non-Capital Outlay

■ **Status Code**   Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field is required. For annual appropriations, this field should be the last day of the fiscal year.

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S020 VER 2.0                 R★STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:               APPROPRIATION NUMBER PROFILE                  FACS


AGY:    APPN YEAR:    APPN NO:
                DESCRIPTION:
APPROP TYPE:   GROUP:     COMP SRC/GRP:        PROG CODE:      REL APPN:
  LEG SESS:               SESS CALL #:         ACT BL #:
   SECTION:               PARAGRAPH:           RIDER #:
I/E (I=INCLUDE, E=EXCLUDE)
ENTER UP TO 10 FUNDS/COMP OBJS SEPARATED WITH EITHER "-" OR ,"."
APPD FUND
  REV OBJ
  EXP OBJ

APPN INDS- UB:    CTL TYP- CASH: 1 ACCR: 1 ENC: 0   BUDG TYPE:   REV EXC COL: N
DEP INT IND: N    APPN LEVEL-    ORGANIZATION:       PROG:          OBJ:
ALLOT INDS-   SEL: N CTL TYP: 0    QTR: 4 PERC: 33  PROG/OBJ BUD OBJ LEV IND:
AGY BDG INDS-     CTL TYPE:        OBJ LVL:     ALLOT SEL:    ALLOT CTL:
         CAPITAL OUTLAY IND: N                              STATUS CODE: A
 EFF START DATE: 08091994   EFF END DATE:       LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
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Data Entry Guide

Non-Descriptive Profile Maintenance

Page: **6-12**

22 COST ALLOCATION PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

Control Key

■ **Agency**   Enter the three--digit agency code, which. It must exist in the D02 Agency Descriptive profile.

■ **CA Type**   Enter the one--character cost allocation type, which must exist in the 23 Cost Allocation Type profile.

■ **Index Code**   Enter the five--digit index code which must exist in the 24 Index Code profile, or enter "00000." If costs are to be allocated based on organization, (e.g. when the 25 Agency Control profile CA-BY-index is "2"), a valid Index is required. For Cost Allocation on a programmatic basis only, (e.g. when the AC CABY index is "1," "3" or "4"), enter "00000" (zeros).

■ **PCA**   Enter the five--digit program cost account (PCA) number, which identifies the indirect cost pool to be allocated. A PCA number is always required regardless of the allocation method and it must exist in the 26 PCA profile.

■ **Fiscal Year** Enter the two--digit fiscal year.

Information Elements

■ **Title**   Enter up to a 40--character program cost account (PCA) title.

■ **PCA Type**   Enter the one--digit program cost account type as follows:
                   2 — Indirect
                   3 — Indirect Variance
                   Identifies the PCA as indirect costs or indirect variance costs. Enter a "2" for all indirect PCAs (cost pools) that are allocated. A type "3," Indirect Variance PCA, identifies indirect PCAs that are not included in regular cost allocation runs.

■ **Seq**   Enter the one--digit Cost Allocation Sequence indicator 1-9. Identifies the step-down sequence when this PCA is to be allocated. For a single-step distribution, code a "1." When a multiple-step-down allocation is

required, code the numeric value indicating which step during the allocation process this PCA is to be allocated. A multiple step allocation is required when allocating from one indirect PCA to other indirect PCAs which, in turn, will also be allocated.

■ **Var**   Enter the one-‑digit variance allocation as follows:
     1 — Allocate the variance except at year end (PCA type 2, 3).
     2 — Allocate whenever the variance allocation is run (PCA type 2, 3).
     3 — Do not ever allocate (actual methods, PCA type 2).
     Indicates whether any variance remaining in the indirect cost pool is allocated during a variance allocation run. The variance allocation is run when the 25 Agency Control profile (AC) CA Type equals:
     "V" — periodic variance
     "Y" — year end variance

Distribution Information

■ **Type**   Enter the one-‑digit distribution type as follows:
     Must be "4" or "5" when the AC-ALLOC-BY-OBJ equals "Y." Must be "4" or "5" when PCA type equals "3." And must be "4" or "5" when CA VAR is "3."

1 — **Standard   Allocates indirect costs based on a standard percentage applied to the
   Rate**   distribution base expenditures. (The percentage is coded in the Rate field.)

2 — **Standard   Allocates indirect costs based on a standard rate per unit applied to units
   Cost Per Unit**   or hours recorded in the distribution base. The statistical units or hours are recorded using statistical agency object codes. These agency objects must be coded in the distribution base object ranges field, and the object type must be "A."

3 — **Standard   Allocates a standard fixed amount that is coded in the rate field.
   Amount**

4 — **Fixed   Allocates the indirect costs based on pre-defined percentages coded in the
   Percentage**   PCA percent fields in the fixed percent allocation. Up to 15 distributions may be coded and the allocation percentages must total 100%. No variance will remain in the indirect cost pool.

5 — **Calculated   Totals the dollars in the allocation range group, for the distribution base

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Percentage	object codes. The system then calculates the percentage that each index/PCA represents of the total, and this percentage is applied to the actual dollars in the Indirect Cost Pool. No variance will remain.

■ **Rate**   Enter the distribution rate in the format 99999.99999 which:
Specifies the standard percentage rate for a type "1" allocation.
Specifies the standard cost per unit for a type "2" allocation.
Specifies the fixed amount for a type "3" allocation.
Must be blank if the distribution type is "4" or "5."

■ **Des**   Enter up to a 20--character description, or leave blank.   Must be blank if distribution type is "4" or "5." (Optional)

Charge Information

■ **TC**   Enter the three--digit transaction code to be used for the system generated charge transaction. Must exist in the 28A and B Transaction Code profiles.

■ **Alloc by Obj**   Enter the one--character Allocation By Object indicator as follows
Y — Yes, the original comp or agency object recorded in the indirect PCA will be used in the charge and credit transactions. Must be "Y" if distribution type is "4" or "5."
N — No, the original comp or agency object will not remain on the charge and credit transactions. Instead, a different comp or agency object will be used as coded in the comp/agency object fields.

■ **Comp/Agy Obj**   Enter the four--digit comptroller or agency object, or leave blank. Identifies the comptroller agency object to be used in the charge transactions. Must be blank if Allocation By Object indicator is "Y." Required if allocation by object is "N."

Credit Information

■ **TC**   Enter the three--digit T-code to be used for the system generated credit transaction for this cost pool. Must exist in the 28A and B Transaction Code profiles.

■ **Index Code**   Enter the five--digit index code, or enter "00000." Identifies the index code used to record cost recovery. Enter "00000" if cost allocation is not by index or is by charge index only (e.g. AC CA BY index is "1" or "3").

■ **PCA**   Enter the five-digit program cost account (PCA). Identifies the PCA to be used in the transaction to record the cost recoveries. This is normally the original indirect PCA (in the Control Key). When the PCA type is "3," or when the Allocation By Object indicator is "Y," this PCA must equal the indirect PCA identified in the control key.

■ **Comp/Agy Obj**   Enter the four-digit comptroller or agency object or leave blank. Identifies the comp or agency object to be used in the credit transactions. When entered, the credit object must be equal to the charge object. Must be blank if Allocation By Object indicator is "Y." Required if allocate by object is "N."

Distribution Base Range

Defines the object accounts to which the distribution rate is to be applied and other calculations made to determine the amount of the allocation. Includes four sets of object code ranges. At least one set must be coded if the distribution type is "1," "2," "3," or "5." Leave blank if distribution type is "4."

■ **Obj Low (1-4)**   Enter the four-digit comp or agency object or leave blank. Identifies the low end of the distribution base range.

■ **Obj High (1-4)**   Enter the four-digit comp or agency object or leave blank. Identifies the high end of the distribution base range. Must be entered if the corresponding object low is entered. Object high must be greater than or equal to object low.

■ **Obj Type**   Enter the one-character object type:
C — Comptroller Object
A — Agency Object
If statistics are used, must use agency object. Must leave blank if distribution type equals "4."

Allocation Range Group

Identifies the direct cost pools that will receive allocations. Includes up to five ranges of index and PCA codes to receive allocations. At least one set must be coded if the distribution type is "1," "2," "3," or "5." Leave blank if the distribution type is "4."

■ **Index Low (1-**   Enter the five-digit index low or "00000." Identifies the low end of the

5)　　　　　　index range for allocation to organizational units. Must enter "00000" if AC CA by index is "1."

■ **Index High (1-5)**　Enter the five-digit index high. Identifies the high end of the index Range for allocation to organizational units. Must not be less than the corresponding index low. Must enter "00000" if AC CA by index is "1."

■ **PCA Low (1-5)**　Enter the five-digit PCA low. Identifies the low end of the PCA range.

■ **PCA High (1-5)**　Enter the five-digit PCA high. Identifies the high end of the PCA range. Must not be less than the corresponding PCA low.

Fixed Percent Allocation

Specifies up to fifteen index/PCA combinations that are to receive allocations under distribution type "4." At least two sets must be coded when the distribution type is "4." Leave blank if the distribution type is "1," "2," "3," or "5."

■ **Index (1-15)**　Enter the five-digit index code. Required if allocating by Index (e.g. when the AC CA BY Index indicator equals "2," "3," or "4"). Must be "00000" when AC CA BY Index indicator is "1."

■ **PCA (1-15)**　Enter the five-digit program cost account. Required when the distribution type is "4."

■ **% (1-15)**　Enter the PCA percentage in the format .99999. Indicates the fixed percentage of actual costs to be allocated to the corresponding index/PCA combination. The sum of all the coded percentages must equal 1.00000.

■ **Eff St Date**　Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Dt**　Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

■ **Stat Code**　Enter a one-character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

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S022 VER 2.0               R★STARS ACCOUNTING             08/15/94 12:00 PM
LINK TO:               COST ALLOCATION PROFILE                          FACS
AGENCY:    CA TYPE:    INDEX CODE:       PCA:        FISCAL YEAR:
 TITLE:                                       PCA TYPE:   SEQ:   VAR:
  DIST-   TYPE:    RATE:           DESC:
CHARGE- TC:         ALLOC BY OBJ:          COMP/AGY OBJ:
CREDIT- TC:    INDEX CODE:        PCA:       COMP/AGY OBJ:
DIST BASE  OBJ     LOW 1:       HIGH 1:     LOW 2:       HIGH 2:
RANGE-     TYPE:   LOW 3:       HIGH 3:     LOW 4:       HIGH 4:
 AND         1:              1:            1:              1:
ALLOC   INDEX 2:        INDEX 2:       PCA  2:       PCA   2:
RANGE-   LOW: 3:        HIGH: 3:       LOW: 3:       HIGH: 3:
             4:              4:            4:              4:
             5:              5:            5:              5:
          INDEX  PCA      %      INDEX  PCA      %      INDEX  PCA       %
      1:                      2:                    3:
FIXED  4:                     5:                    6:
PCNT   7:                     8:                    9:
ALLOC 10:                    11:                   12:
      13:                    14:                   15:
 EFF ST DT: 08091994 EFF END DT:       LAST PRC DT:        STAT CODE: A


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

23 COST ALLOCATION TYPE PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The Cost Allocation Type provides the ability to allocate gross costs, expenditure reductions, adjustments and year-end encumbrances to Federal grants or entitlement categories and State-only funding pools within agencies and programs.

Control Key

■ **CA Type**   Enter the one--character cost allocation type. Examples of cost allocation types include expenditures, encumbrances, revenues and budgets.

Information Elements

■ **Title**   Enter up to a 40--character cost allocation title.

■ **Cum Bal Ind**   Enter the one--character "Y" (Yes) or "N" (No) Cumulative Balance indicator. This indicator controls if the allocation is by balance or activity. Generally this field is set to "Y" for encumbrance cost allocation types.

■ **Allocate G/LS**   Enter the four--character allocate general ledger account. There must be at least one allocate G/L entered and it must be defined in the D31 profile. A general ledger account may only be specified as an allocate GL for one cost allocation type record. There may be up to 12 allocation GL accounts for one CA type.

■ **Base G/LS**   Enter the four--character base general ledger account. The first base general ledger account is required.

■ **Status Code**   Enter a one--character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate a record no longer in use.

■ **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which
identifies when the record is no longer effective. This field can be left
blank.

```
S023 2.0                       R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                   COST ALLOCATION TYPE PROFILE                FACS


        CA TYPE:
          TITLE:
    CUM BAL IND:
     ALLOCATE G/LS:            BASE G/LS:






                                                     STATUS CODE: A
 EFF ST DATE: 01311994   EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ  CLEAR-EXIT
```

24 INDEX CODE PROFILE

The Index Code profile provides the means for recording accounting data at various levels of organizational detail within the agency structure for internal reporting. This profile provides a simple method of data input coding reduction that eases coding burdens and reduces coding errors.

The R★STARS classification structure provides up to nine levels of internal organizational classifications. Index codes are assigned to each of the lowest level organizations. Data elements such as appropriation number, PCA, fund, project, grant and agency codes may be coded as look up elements.

Informational Elements

The informational element segment provides the predefined series of classification elements. The primary classification element is the organization code, should be the lowest level of the organization structure. Other selected classification elements may also be related to an Index code. These include:

■ **Appropriation Number**   Represents the program or activity within the current appropriation bill that is the spending authority for the organization unit.

■ **Fund**   May be entered on this profile as a looked up element. The primary fund for the index must be a valid fund on the D23 Fund profile. If fund is coded in an accounting transaction, the fund specified in the Index Code profile will be overridden.

■ **Agcy Bud Org Lvl Ind**   Indicates the level that the agency budget will be controlled internally. If this value is coded, the organization code must be at the same level or a lower level in the organization structure.

■ **Grant Number, Grant Phase**   Used to relate an index code to a grant or grant phase. A grant number can also be related to a PCA or project number, or be coded on input. In cases where more than one grant is looked up in one accounting transaction, input coding overrides the Index Code profile, the Index profile overrides the PCA profile, and the PCA profile look up will override the project number.

■ **Project Number, Project Phase**   Used to relate an index code to a project or a project phase. A project number can also be related to a PCA or grant number, or coded on input. In cases where more than one project is looked up in one accounting transaction, input coding overrides the Index Code profile, the index profile overrides the PCA profile and the PCA profile overrides the grant number look up.

■ **Converted CC**   References a cost center number when a direct relationship exists. It is used for conversion and interfaces.

■ **PCA Number**   Looks up the program information stored for a particular PCA. This option can be used if an agency's organization unit related to a program level relates directly to programs. If a PCA is coded on an accounting transaction which differs from the PCA looked up by an index code in the transaction, the PCA input will override the PCA looked up by the index code. If entered, the appropriation number on the PCA must match the appropriation number in the Index Code profile.

■ **MP Code**   This is a multipurpose code whose use is specified by the agency.

■ **Agency Codes 1, 2, and 3**   These three classification elements are independent within the R★STARS structure, and can be related to an index code for coding reduction purposes. Their use is agency determined.

Relationship to Other Profiles

During entry of the Index Code profile, several profiles are used to validate the classification elements included in the Index Code profile. For instance, the Appropriation Number profile, the Program Cost Account profile, the Grant Control profile and the Project Control profile are used to validate the appropriation number, PCA, grant number and project number, respectively, when these elements are coded.

Profile Creation

The following general steps should be followed to prepare data for the Index Code profile:

1.   Prepare an organization chart that illustrates the hierarchical relationship between the various levels within each agency.

2. Assign a unique organization code to each entity in the organization structure, and create an entry in the D03 Organization Code profile for each organization code defined. Detailed coding instructions for this profile are provided in Chapter 5, Descriptive profiles.

3. Assign unique index codes to each of the lowest level organizational units in the chart. The numbering convention used for index codes should be reviewed in conjunction with the cost allocation scheme developed. If costs are allocated based on ranges of indexes, the numbers applied must facilitate the use of this index range feature.

4. Identify the appropriation number associated with each index code classification.

5. Identify the primary fund associated with each index code classification.

6. Be sure other profile entries have been entered for the fund and other optional codes as required.

7. Determine if a program (PCA), grant, project or agency codes 1, 2 and 3 will be related to an index.

8. Code the Index Code profile maintenance transactions and enter into the Index Code profile.

24 INDEX CODE PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency** Enter the three--character agency code, which must exist in the D02 Agency profile.

■ **Appn Year** Enter the two--digit appropriation year to identify the appropriation year the index is related to. May not be greater than the current fiscal year plus one.

■ **Index** Enter the five--digit index code, which uniquely identifies valid combinations of coding elements at the lowest level of organization detail.

Information Elements

■ **Title** Enter up to a 40--character index code title.

■ **Org Code** Enter the four--digit organization code, which must exist in the D03 Organization Code profile.

■ **Approp Numb** Enter the five--digit appropriation number code, which must exist in the 20 Appropriation Number profile, or leave blank.

■ **Fund** Enter the four--digit fund code or leave blank. It must exist in the D23 Fund profile. The fund should be the most frequently used fund for multi-funded organizations.

■ **Agcy Bud Org Lvl Ind** Enter the one--digit agency Budget Organization Level indicator, which indicates the level of the organization structure at which the agency budget will be controlled.
  0 — No organization level
  1 — agency level 1
  2 — organization level 2
  3 — organization level 3
  4 — organization level 4
  5 — organization level 5
  6 — organization level 6
  7 — organization level 7
  8 — organization level 8
  9 — organization level 9

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If the agency Budget Organization Level indicator is entered, its level may not be lower than the level of the organization code that is entered.

This indicator controls the posting of the organization code to the Agency Budget Financial Table. For example, if the value is "3," the organization code value associated with level "3" of the organization structure looked up from the index code is posted to the control key of the Agency Budget Financial Table.

- **Grant No**   Enter the six--character grant number or leave blank. If entered, the grant must be defined in the 29 Grant Control profile.

- **Grant Ph**   Enter the two--digit grant phase or leave blank. If grant number is blank, then grant phase must be blank. If entered, grant phase must exist in the Grant Control profile.

- **Proj No**   Enter the six--character project number or leave blank. If entered, the project must be defined in the 27 Project Control profile.

- **Proj Ph**   Enter the two--digit project phase or leave blank. If project number is blank, then project phase must be blank. If entered, project phase must exist on the Project Control profile.

- **Converted CC**   Enter the five--character converted cost center code or leave blank. This field is used for conversion or interfaces.

- **PCA**   Enter the five--character program cost account number or leave blank. If entered, it must exist in the 26 Program Cost Account profile.

- **MPCode**   Enter the 10--character multipurpose code or leave blank.

- **Agency Code 1**   Enter the four--character agency code 1 or leave blank. If entered, the agency code 1 must exist in the D26 Agency Code 1 profile.

- **Agency Code 2**   Enter the four--character agency code 2 or leave blank. If entered, the agency code 2 must exist in the D27 Agency Code 2 profile.

- **Agency Code 3**   Enter the six--character agency code 3 or leave blank. If entered, the agency code 3 must exist in the D36 Agency Code 3 profile.

■ **Status Code**   Enter a one-character status code as follows:
                    A — Active
                    I — Inactive
                    This code will default to an active status if not entered. It may be used to
                    inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which
                       identifies when the record becomes effective. This field can be left blank,
                       which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which
                     identifies when the record is no longer effective. This field can be left
                     blank.

```
S024 VER 2.0                   R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                       INDEX CODE PROFILE                          FACS


   AGENCY:          APPN YEAR:         INDEX:

    TITLE:

 ORG CODE:

APPROP NUMB:                    FUND:       AGCY BUD ORG LVL IND:
GRANT NO/PH:              PROJECT NO/PH:              CONVERTED CC:
       PCA:      MPCODE:            AGENCY CODE - 1:     2:      3:




                                                STATUS CODE: A
 EFF START DATE:            EFF END DATE:       LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

25 AGENCY CONTROL PROFILE

Each agency may perform selected actions independent of other agencies. To provide control at the agency level, the system utilizes the Agency Control (AC) profile. An AC profile record is input each year for each agency and provides:

- ■ Identification of valid agency/fiscal year combinations to be used to control certain system functions.

- ■ Cost allocation processing rules for that agency.

- ■ Identification of Billing Deficit Accounts to accumulate expenditure overruns for billable projects.

- ■ Identification of default accounts to be used when the codes are not entered during transaction entry.

- ■ Reporting indicators used to generate periodic reports.

- ■ Level of document matching indicators for pre-encumbrance and encumbrance transactions.

- ■ Identification of fixed asset indicators and thresholds for capitalization, inventory and property capture.

- ■ Level and type of posting of objects in financial transactions.

- ■ Identification of financial closing dates and closing stages for posting and reporting purposes.

- ■ Agency Budget posting information.

- ■ Reopen a closed month to complete processing or correct errors. (This is accomplished using the User Class 81, Agency Profile Maintenance, by changing the Month/Year Close indicator.)

The functions and contents of the AC profile and related input coding instructions for this profile are also included in this section.

Cost Allocation Indicators

Cost Allocation indicators are used to monitor the status of cost allocation. These include:

- **Run IND** — designates that an agency is ready to run cost allocation.

- **Run Type** — identifies the method of cost allocation.

- **No Steps** — identifies the total number of step-down allocations required in the process.

- **Last Step** — identifies the last step of the cost allocation process run on the previous cost allocation run. This indicator may be system maintained or may be updated by the user.

- **CA By Idx** — defines whether the allocation process will include index.

- **CA By Proj** — identifies whether allocations are to be made by project.

- **CA By Grant** — identifies whether allocations are to be made by grant.

- **CA Post** — indicates if cost allocation transactions are to be posted to the R★STARS financial tables, or whether "MEMO" only transactions will be generated.

- **CA Range** — identifies the range of months included in the allocation process.

- **CA Types** — identifies the type of cost allocation. Must be defined in the 23 Cost Allocation Type profile.

Project Billing Elements

- **Billing Default Accounts** — identifies default classifications which may be used if a required code on an accounting transaction is not input. The default classifications maintained are index, PCA, comptroller object and agency object.

- **Billing Deficit Accounts** — provide a single classification to accumulate expenditures which would be billed if they did not exceed a Work Authorization Billable Budget. These accounts include index, PCA, comptroller and agency objects. The deficit account balance is reduced when the budget is adjusted.

Reporting Indicators

These reporting indicators allow each agency to control the generation of periodic reports. They are used to trigger the execution of reports identified as having a frequency of weekly, monthly, quarterly, or annually in the Report Request profile (91) and a Frequency Control indicator equal "A."

Encumbrance/Pre-Encumbrance Indicators

■ **Enc Doc Match Level** — determines which elements on a payment transaction must match the original coding elements on the encumbrance document. Either all elements must match, only the appropriation number, or none are required to match.

■ **Pre-Enc Doc Match Level** — works the same as the encumbrance document match level, but applies to the liquidation of pre-encumbrance documents.

■ **Encumbrance Indicator** — determines whether agency budget authority is reduced by encumbrance transactions.

■ **Pre-Encumbrance Indicator** — determines whether agency budget authority is reduced by pre-encumbrance transactions.

Fixed Asset/Threshold Indicators

■ **Fixed Asset IND** — determines whether an agency is capturing fixed assets.

■ **Threshold CAP** — determines the amount at which an agency capitalizes fixed assets.

■ **Threshold INV** — determines the amount at which an agency will inventory fixed assets.

■ **Property Capture Code** — determines the point at which the property ID is required.

■ **Fixed Asset IND** — determines whether an agency is capturing fixed assets.

■ **Comptroller Object Indicator** — determines whether the comptroller object is required on the Agency Control Table (D11).

Agency Object Indicator — the Agency Object indicator determines if an agency uses this optional code and, if so, for what classification of objects.

Last Stage Closed — Last Stage Closed indicates the agency's closing stage for the prior month. In coordination with the closing stage, as defined on the Agency Document profile (53), last stage closed controls which document types may post to the prior month

Last Month/Year Closed Indicators — these indicators are used to indicate which period is closed. They prevent the posting of transactions to the fiscal month/year.
Agy Bud by Org — the agency budget by organization indicates if agency budgets will be controlled by Organization. If this indicator is set to "Y," Index will be required on all transactions posting to the Agency Budget Financial Table.

Agy Bud by Pgm — the agency budget by Program indicates if agency budgets will be controlled by program. If this indicator is set to "Y," PCA or appropriation number will be required on all transactions posting to the Agency Budget Financial Table.

Reporting Month/Yr — the reporting month/year indicates the current month and year of reporting.

Labor Run Ind — the labor run indicates that the agency is ready to run labor distribution.

Interest Calc Run/Month — the interest calculation run and month calculation interest indicate whether interest will be calculated on a delinquent invoice and if so, the month in which interest calculations begin.

Collection Transfer Run — the collection transfer run indicates whether delinquent invoices will be sent to collections

Grant/Proj Billing Run — the grant/project billing run indicates that the agency is ready to run grant and project billings.

25 AGENCY CONTROL PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency**   Enter the three--character agency code, which must. Must exist in the D02
Agency profile.

■ **Fiscal Year**   Enter the two--digit fiscal year to identify the year of the record being
maintained. May not be greater than the current fiscal year plus one.

Cost Allocation Indicators

These indicators identify when the cost allocation process is run. See the Chapter, "Cost
Allocation," for a detailed explanation. Agencies that do not use cost allocation must leave this
section blank.

■ **Run Ind**   Enter the one--position Run indicator as follows:
Y   — Run next step in cost allocation cycle
C   — Run full cost allocation cycle
N   — Do not run cost allocation
At the conclusion of the cost allocation process, the Run indicator will
automatically reset to "N." If the Run indicator is "Y," the last step Run
indicator is looked at to identify the next step ready for processing. If the
Run Ind is "C," all steps (up to 9) of the allocation process will be
generated.

■ **Run Type**   Enter the one--character Run Type indicator, which identifies the method
of cost allocation. The run types include the following:

S — **Standard Cost** — the allocation is based on the prior period's
expenditures.
C — **Standard W/YTD Base** — the allocation is based on a periodic
average of year-to-date expenditures.
V — **Periodic Variance** — the variance resulting from previous
allocations amount is allocated.
Y — **Year End Variance** — the variance resulting form all previous
period allocated amount is allocated at year-end.
A — **Adjustment Allocation** — the allocation amount is the prior year
adjustment period expenditures.
R — **Range** — the allocation is based on a range of months to be entered.
If run type is "R" the CA range field is required.

■ **No Steps**   Enter the two--digit number of step down allocations, which represents the
total number of step down allocations (up to 9) that will be required to
complete the entire cost allocation process.

■ **Last Step**   Enter the two--digit Last Step Run indicator which identifies the last cost
allocation step processed by R★STARS. This indicator is automatically
increased by R★STARS when a cost allocation step is completed. The
Last Step Run indicator may be manually changed by the user. This may
be required if a cost allocation step is to be re-run.

■ **CA By Idx**   Enter the one--digit CA by index code.
1 — No index
2 — With index
3 — With Charge index
4 — With Credit index
Indicates if the cost allocation process will include index codes. CA by
index of "3" posts the necessary (credit) transactions to the original index
codes charged. If the CA By index value is "1," the charge index (the
Index in the Control Key) and the credit index (in the 22 Cost Allocation
profile) must be "00000." If the value is "2" both the charge and credit
index must be a valid Index in the 24 profile. If the value is "3" or "4," the
"00000." The credit index for value "3" is also "00000" and for value "4"
must be a valid index in the 24 profile.

■ **CA By Proj**   Enter the one--digit CA By Project indicator.
1 — No project
2 — With project
Indicates if the cost allocation process should be performed with or without
regard to project. This indicator determines whether project/phase should
be included in the distribution base and subsequently used on the system
generated charge transactions.

■ **CA By Grant**   Enter the one--digit CA By Grant indicator.
1 — No Grant
2 — With Grant
Indicates whether cost allocation is to be performed with or without regard
to grant. This indicator determines whether the grant/phase should be
included in the distribution base and subsequently used on the system
generated charge transactions.

■ **CA Post**   Enter the one--digit CA Posting indicator.

Y — Post the transactions to the Financial Tables.
N — Do not Post the transactions to the Financial Tables, but generate a proof listing only.
Indicates if the transactions generated by Cost Allocation will post to the R★STARS financial tables.

■ **CA Range**   Enter the two--digit CA range from and the two--digit CA range to if run type is "R," otherwise leave blank. Valid values are 01 through 14. If entered, CA range from must not be greater than CA range to. Indicates the months to be included for the cost allocation run.

■ **CA Types**   Enter up to 10, one--character cost allocation types which must exist in the 23 Cost Allocation Type profile. If Run indicator = "Y" or "C," at least one CA type is required.

Billing Deficit Accounts

These classifications are used to identify the charge classification when billable project expenditures are greater than the billable budget amount. Billing deficit accounts are generally utilized when an agency has multiple indexes or PCAs charged to a project with a billing method which limits billings to the billable budget (Billing Methods "3," "4," and "6" in the Project Control profile and when rates are used to calculate billable amounts. If an agency is not using grant and/or project billing these elements should be blank.

■ **Idx**   Enter the five--digit index code or leave blank. If entered, must exist in the 24 Index Code profile.

■ **PCA**   Enter the five--digit PCA code or leave blank. If entered, must exist in the 26 Program Cost Account profile.

■ **Exp Comp Obj**   Enter the four--digit expenditure comptroller object or leave blank. If entered, the comptroller object must exist in the D10 Comptroller Object profile and have an object type = "E." Required if agency object is entered.

■ **Exp Agy Obj**   Enter the four--digit expenditure agency object or leave blank. If entered, the agency object must exist in the D11 Agency Object profile.

Note: Either the index or PCA entered in this segment must infer a fund to complete the account coding block.

Default Accounts

These classifications are used to identify specific elements to be posted to when the elements are not entered on the transaction input screen, are not looked up by other elements (such as Index or PCA), and are required by the Transaction Code Decision profile.

■ **Idx** Enter the five--digit index code or leave blank. If entered, must exist on the 24 Index Code profile.

■ **PCA** Enter the five--digit default PCA code or leave blank. If entered, must exist on the 26 Program Cost Account profile. The default PCA will be used under the following circumstances:
— No PCA is coded on the input transaction
— No PCA is referenced by the index code entered on the input transaction
— PCA is a required field on the input transaction

■ **Rev Comp Obj** Enter the four--digit revenue comptroller object or leave blank. If entered, must exist on the D10 Comptroller Object profile and have object type = "R." Required if agency object is entered.

■ **Rev Agy Obj** Enter the four--digit revenue agency object or leave blank. If entered, must exist on the D11 Agency Object profile.

The Default comptroller object or agency object will be used when no comptroller object or agency object is coded on the input transaction and they are required elements.

Reporting Indicators

The reporting indicators are used to determine if reports should be automatically generated based on the Reporting indicator value of "Y" and the Report Request profile (91) Frequency Control set to "A." Enter the Reporting indicator value of Y - Run Reports, or N - Do not Run Reports for each of the Reporting indicators: Week, Month, Quarter, Year.

■ **Week** Enter a "Y" or "N." "Y" will automatically generate all report requests which have been established with a frequency of "Weekly" and a Frequency Control of "A" on the 91 Report Request profile.

■ **Month** Enter "Y" or "N." "Y" will automatically generate all report requests which have been established with a frequency of "Monthly" and a Frequency Control of "A," on the 91 Report Request profile.

■ **Quarter** Enter a "Y" or "N." "Y" will automatically generate all report requests

which have been established with a frequency of "Quarterly" and a Frequency Control of "A" on the 91 Report Request profile.

■ **Year** Enter a "Y" or "N." "Y" will automatically generate all report requests which have been established with a frequency of "Annually" and a Frequency Control of "A" on the 91 Report Request profile.

For the specific instructions for Frequency Control value "S" see the 97 System Management profile.

Other Information Elements

■ **Enc Doc Match Lvl** Enter the one‑‑digit encumbrance document match level code, as follows:
0 — None, no match required.
1 — Appropriation, match document to the appropriation number only.
2 — All, match document coding to all input coding elements on the encumbrance.
This indicator determines the level of detail required on an encumbrance liquidation to match the level of detail posted on the original encumbrance.

■ **Pre Enc Doc Match Lvl** Enter the one‑‑digit pre-encumbrance document match level code, as follows:
0 — None, no match required.
1 — Appropriation, match payment document to the appropriation number only.
2 — All, match payment document coding to all input coding elements on the pre-encumbrance.
This indicator determines the level of detail required on a pre-encumbrance liquidation to match the level of detail posted on the original encumbrance.

■ **Enc Indicator** Enter a one‑‑character encumbrance indicator code as follows:
Y — Yes, reduce the Agency Budget
N — No, do not reduce the Agency Budget
This indicator is used to determine whether encumbrances are included in the fund control edits for agency budgets.

■ **Pre Enc IND** Enter a one‑‑character pre-encumbrance indicator code as follows:
Y — Yes, reduce the Agency Budget
N — No, do not reduce the Agency Budget
This indicator is used to determine whether pre-encumbrances are included in the fund control edits for Agency Budgets.

- **Comp Obj**   Enter a one--character Comptroller Object Required indicator as follows:
  Reqd on D11   **Y** — Yes, comptroller object is required on Agency Control Table (D11)
       N — No, comptroller object is NOT required on Agency Control Table
         (D11)

- **Fixed Asset**   Enter a one--character Fixed Asset indicator as follows:
  Ind   **Y** — Yes, the agency is capturing fixed assets
       N — No, the agency is not capturing fixed assets

- **Thresholds-**   Enter a threshold-capitalization amount that does not exceed 999.99 and is
  Cap   greater than zero. Required if fixed asset indicator = "Y."

- **Thresholds-**   Enter a threshold inventory amount that does not exceed 999.99 and is
  Inv   greater than zero. Required if fixed asset indicator = "Y."

- **Capture**   Enter the one--character property capture code as follows:
       F — Fixed Asset Subsystem
       R — Receiving
       V — Voucher
       This determines the point at which the property ID is required. The
  capture code is required if the fixed asset indicator = "Y," but otherwise
  may be left blank.

- **Agency**   Enter a one--character Agency Object indicator code as follows:
  Object Ind   **R**   — Revenue
       E   — Expenditure
       B   — Both
       N   — None
       This code is used to edit for the requirement of an agency object on
  accounting transactions. If the Agency Object indicator is "R," an agency
  object will be required on all revenue transactions. If the Indicator is "E,"
  all expenditure transactions will require an Agency Object. If the indicator
  is "N," an Agency Object is not allowed on any transaction. If the Agency
  Object indicator is "B," an agency object is required on all expenditure and
  revenue transactions. In this case, you must use Agency Objects, not
  Comptroller Objects on your transactions.

- **Last Stage**   Enter a two--digit month end last stage closed code, which indicates the
  Closed   level of closing stage for the agency's month end closing for the prior
  month. In coordination with the closing stage, as defined on the Agency
  Document profile (53), last stage closed controls which document types
  may post to the prior month. If this code is not being used enter "00" for

the last stage closed code.

■ **Last Month Closed** Enter a two-digit last month closed code. Must be >00 and <12. The last month closed refers to the last fiscal month closed.

■ **Last Year Closed** Enter a two-digit last year closed code.

■ **Agy Bud by Org Ind** enter a one-character Agency Budget By Organization indicator code as follows:
Y — Yes, Agency Budget is controlled by Organization.
N — No, Agency Budget is not controlled by Organization.
If this indicator is set to "Y," Index will be required on accounting transactions.

■ **AE Last Month/Year Purged** Enter the two-digit month and year which indicates the last date accounting transactions were deleted from the Inactive Accounting Event Table or leave blank.

■ **Agy Bud by Pgm Ind** Enter a one-character agency Budget By Program indicator code as follows:
Y — Yes, Agency Budget is controlled by Program.
N — No, Agency Budget is not controlled by Program.
If this indicator is set to "Y," PCA will be required on accounting transactions.

■ **Reporting Month/Year** Enter the two-digit month and two-digit year which indicates the current month and year of reporting.

■ **Labor Run Ind** Enter a one-character Labor Run indicator as follows:
Y — Yes, run the Labor Distribution Subsystem.
N — No, do not run the Labor Distribution Subsystem.
A — Run the Labor Distribution Subsystem for adjustment period.

■ **Interest Calc Run** Enter the one-character interest calculation run as follows:
Y — Yes, calculate interest on the delinquent document.
N — No, do not calculate interest on the delinquent document.

■ **Month Calc Int** Enter the two-digit month calculated interest from the range of values 01-12. If Interest Calculated Run is set to "N" Month Calculated Interest may be left blank. This will direct the system to the month in which interest calculations begin on the delinquent document.

- ■ **Collection Transfer Run**   Enter the one-character collection transfer run as follows:
  Y — Yes, the delinquent invoice will be transferred from accounts receivable to the collections account.
  N — No, the delinquent invoice will not be transferred from accounts receivable to the collections account.

- ■ **Grant/Proj Billing Run**   Enter a one-character grant/project billing run code as follows:
  Y — Yes, run the Grant/Proj Billing Subsystem
  N — No, do not run the Grant/Proj Billing Subsystem

- ■ **SGL Org Lvl Ind**   Enter the one-digit Summary General Ledger Organization Level indicator as follows:
  1 — Post organization level 1
  2 — Post organization level 2
  3 — Post organization level 3

- ■ **Status Code**   Enter a one-character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- ■ **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- ■ **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S025 VER 2.0                 R★STARS ACCOUNTING               08/15/94 12:00 PM
LINK TO:                  AGENCY CONTROL PROFILE                         FACS
     AGENCY:       FISCAL YEAR:
   COST       RUN IND:      RUN TYPE:        NO STEPS:     LAST STEP:
 ALLOCATION- CA BY IDX:    CA BY PROJ:     CA BY GRANT:       CA POST:
  CA RANGE FROM:    TO:       CA TYPES:
BILLING DEF- IDX:        PCA:       EXP COMP/AGY OBJ:
    DEFAULT- IDX:        PCA:       REV COMP/AGY OBJ:
     REPORTING INDS- WEEK:    MONTH:    QUARTER:    YEAR:
          ENC DOC MATCH LVL:   (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
      PRE ENC DOC MATCH LVL:   (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
            ENC INDICATOR:       PRE ENC IND:       COMP OBJ REQD ON D11:
          FIXED ASSET - IND:    THRESHOLDS - CAP:      INV:       CAPTURE:
          AGENCY OBJECT IND:   (R=REV, E=EXP, B=BOTH, N=NONE)
          LAST STAGE CLOSED:
    LAST MONTH/YEAR CLOSED:          AGY BUD BY ORG IND:     (Y OR N)
 AE LAST MONTH/YEAR PURGED:          AGY BUD BY PGM IND:     (Y OR N)
       REPORTING MONTH/YR:           LABOR RUN IND:      (Y,N OR A)
  INTEREST CALC RUN/MONTH:      COLLECTION TRANSFER RUN:     (Y OR N)
   GRANT/PROJ BILLING RUN:      SGL ORG LVL IND:     STATUS CODE: A
 EFF START DATE: 08091994   EFF END DATE:          LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

26 PROGRAM COST ACCOUNT PROFILE

The accounting and report requirements of agencies are fully integrated into the R★STARS structure. Through the Program Cost Account profile each agency can define its own accounting structure.

For each Program Cost Account (PCA), this profile defines the PCA type (i.e., direct or indirect) and the associated program hierarchy. The program hierarchy can be an unlimited number of levels for tracking expenditures and revenues, however, budgetary control is limited to a maximum of nine levels.

The PCA profile may be used to store optional codes such as agency code 1, 2, and 3, fund, grant and project. This information is looked up based on the entry of a PCA on input and the expanded classification information is used to post to the R★STARS financial profiles.

If an Agency is planning to use cost allocation, the integrity of the PCA numbering convention must be considered. R★STARS cost allocation provides for the definition of up to five ranges of direct cost centers (PCAs). The size of the range is not restricted, but a cost allocation plan can impact the numbering convention required when defining direct cost centers (PCAs). It is recommended that an agency define its cost allocation requirements prior to establishing PCA codes.

Relationship to Other Profiles

The Program Cost Account profile is closely tied to the other system profiles. The program code, PCA group, fund, NACUBO fund, NACUBO subfund, appropriation number, agency code 1, 2, and 3, if used, must be defined in the corresponding descriptive profiles. The grant and project, if used, must be defined in the Grant Control profile or Project Control profile. The index code, if used, must be defined in the Index Code profile.

Profile Creation

The PCA profile is used to identify the lowest level of program structure utilized by an agency. Each program within the structure is assigned a unique program code. The program codes are defined in the D04 Program Code profile. Agencies must determine at which level program expenditures must be monitored and code PCAs at that level.

The following steps should be followed in establishing PCAs:

1. Determine the lowest level that program information must be recorded (this must be at least to the levels of appropriation). Prepare a program organization chart.

2. Assign a unique program code to each entity in the program structure, and create an entry in the D04 Program Code profile for each program code defined.

3. Assign a PCA to the lowest level of each program.

4. Develop the indirect cost centers to be used in the cost allocation process, if used, and define them to a program structure and level.

5. Determine if grants, projects and/or other optional elements must be related to PCAs.

6. Determine at what program level the agency budget program level is to be posted and at what program level the reporting level is to be reported. This must be equal to or lower than the appropriation level.

7. Code and enter PCA profile.

26 PROGRAM COST ACCOUNT PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02
Agency profile.

■ **Appn Year**   Enter the two-digit appropriation year to identify the appropriation year
the PCA is related to. May not be greater than the current fiscal year plus
one.

■ **PCA**   Enter the five-digit program cost account (PCA) number.

Information Elements

■ **PCA Type**   Enter the one-character PCA type, which identifies the type of program
cost account (PCA) as direct or indirect. PCA type "V" is allocated only
during variance runs. Amounts associated with indirect PCAs may be
allocated to indirect and direct PCAs. Amounts associated with direct
PCAs may not be allocated. Refer to the Cost Allocation chapter for
additional information.
D   — direct (use this value for all PCAs if your agency does not use Cost
Allocation)
I   — indirect
V   — indirect variance

■ **Title**   Enter up to a 40-character PCA title. (Required)

■ **Program**   Enter the four-digit program code, which identifies the lowest level of the
Code   program accounting structure to which the PCA relates. The program code
must exist in the D04 Program Code profile.

■ **PCA Group**   Enter the five-character PCA group or leave blank. If entered, it must
exist in the D19 PCA Group profile.

■ **Agcy Bud Prg Level Ind** This indicator determines the level of detail posted to the Agency Budget Financial Table. Enter the one--digit agency Budget Program Level indicator as follows:

0 — No Program
1 — Program Level 1
2 — Program Level 2
3 — Program Level 3
4 — Program Level 4
5 — Program Level 5
6 — Program Level 6
7 — Program Level 7
8 — Program Level 8
9 — Program Level 9

This indicator controls the posting of the program code to the Agency Budget Financial Table. For example, if the value is "4," the program code value associated with the level "4" program code looked up from the PCA on the transaction is posted to the control key of the Agency Budget Financial Table.

To ensure that transactions are not controlled at a program level higher than the appropriation program level, the agency budget program level must be equivalent to or at a lower level than the appropriation program level as defined in the Appropriation profile.

■ **Function Code** Enter the four--digit function code or leave blank.

■ **Agy Bud Func** This indicator determines the level of function structure which is posted to
Level Ind the Agency Budget Financial Table. If the function code is not blank enter
the one-character agency budget function level as follows:
0 — No Function
1 — Function Level 1
2 — Function Level 2
3 — Function Level 3
4 — Function Level 4
5 — Function Level 5
6 — Function Level 6
7 — Function Level 7
8 — Function Level 8
9 — Function Level 9
If the function code is left blank then Agency Budget Function Level
indicator should be left blank.

■ **Appn Numb** Enter the five-digit appropriation number or leave blank. If entered, it
must exist in the 20 Appropriation Number profile.

■ **Fund** Enter the four-digit fund, or leave blank. Must exist in the D23 Fund
profile.

■ **Index** Enter the five-digit index Code or leave blank. If entered, it must exist on
the Index Code profile.

■ **Reporting Lvl** This indicator determines the level of detail reported for the budget reports.
This element is currently not being used; a value of "0" should be entered.

■ **Grant No** Enter the six-character grant number or leave blank. This identifies the
grant to which the PCA relates, if applicable. The grant number and phase
must be in the 29 Grant Control profile.

■ **Grant Ph** Enter the two-digit grant phase code or leave blank. This field must be
entered if grant number is entered, and must be blank if grant number is
blank. The grant number and phase must be in the 29 Grant Control
profile.

■ **Proj No** Enter the six-character project number or leave blank. This identifies the
project to which the PCA relates, if applicable. This data element may be
used to relate a PCA to a specific Work Authorization. If entered, the
project number and phase must be in the 27 Project Control profile.

- **Proj Ph**   Enter the two-digit project phase code or leave blank. Must be entered if project number is entered, and must be blank if project number is blank. If entered, the project number and phase must be in the 27 Project Control profile.

- **RTI**   Enter the six-character recurring transaction index or leave blank. If entered, must be in 550 Recurring Transaction profile and Transaction Type must equal "S."

- **MPCode**   Enter the up to a 10-character multipurpose code or leave blank. This field accepts up to 10 characters with leading and trailing spaces.

- **Agency Code 1**   Enter the four-digit agency code 1 or leave blank. If entered, must be in the D26 Agency Code 1 profile.

- **Agency Code 2**   Enter the four-digit agency code 2 or leave blank. If entered, must be in D27 Agency Code 2 profile.

- **Agency Code 3**   Enter the six-digit agency code 3 or leave blank. If entered, must be in the D36 Agency Code 3 profile.

- **Status Code**   Enter a one-character status code as follows:
  A   — Active
  I   — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date**   Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date**   Enter the eight-digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S026 VER 2.0                R★STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                 PROGRAM COST ACCOUNT PROFILE                   FACS


          AGENCY:        APPN YEAR:       PCA:

     PCA TYPE:              TITLE:

 PROGRAM CODE:         PCA GROUP:          AGY BUD PRG LEVEL IND:
FUNCTION CODE:                             AGY BUD FUNC LEVEL IND:
  NACUBO FUND:          NACUBO SUBFUND:
    APPN NUMB:                  FUND:                   INDEX:
REPORTING LVL:

    GRANT NO/PH:            PROJECT NO/PH:                 RTI:
       MPCODE:               AGENCY CODE - 1:      2:      3:


                                              STATUS CODE: A
EFF START DATE: 08091994    EFF END DATE:         LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

26A PCA - INDEX EDIT PROFILE
(For Family Independence Agency - 431 Use Only)

The PCA (Program Cost Account) - Index Edit profile defines valid relationships between the PCA (26) and the Index (24). The profile accommodates up to 112 individual Indexes or 57 Index ranges to a single PCA.

Relationship to Other Profiles

The PCA - Index Edit profile (26A) is closely tied to the other system profiles. The program cost account must be defined in the Program Cost Account profile (26). The PCA profile must include program code. It may optionally include function code, appropriation number, fund, index, agency code 1, 2, and 3. All such elements must be defined in the corresponding descriptive profiles. The grant and project, if used, must be defined in the Grant Control profile or Project Control profile.

The index code must be defined in the Index Code profile (24).

The 26A PCA - Index Edit profile can be accessed from the PCA menu or from the 26B PCA - Object Edit profile by selecting the F6 function key.

Profile Creation

The PCA - Index Edit profile is used to identify valid relationships of PCA to Index.

The following steps should be followed in establishing PCA - Index Edit profile:

1. Determine all valid indexes (S024) for each PCA (S026) established.

2. Determine whether ranges of indexes or individual indexes apply.

3. Code and enter PCA - Index Edit profile. The key to the profile includes Agency, Appropriation Year and PCA.

4. For every 26A completed, a 26B PCA - Object Edit profile should be completed. Select F6 from the 26A profile to link to the 26B profile.

26A PCA - INDEX EDIT PROFILE
INPUT CODING INSTRUCTIONS
(For Family Independence Agency - 431 Use Only)

Control Key

■ **Agency** Enter the three--character agency code, which must exist in the D02 Agency profile. As it currently functions, the only valid value for this field is 431, (Family Independence Agency).

■ **Appn Year** Enter the two--digit appropriation year to identify the appropriation year the PCA is related to. May not be greater than the current fiscal year plus one. The PCA -- Index Edit is only valid for appropriation year 1997 and beyond.

■ **PCA** Enter the five--digit program cost account (PCA) number, which must exist in the 26 PCA profile. The related description will default.

Information Elements

■ **Index** Enter up to 112 individual five-digit Index Codes or up to 56 ranges of Index Codes. The Index or Indexes must exist on the 24 Index Code profile. Each Index must be separated by commas, and Index ranges must be separated with a dash.

■ **Status Code** Enter a one--character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S26A VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  01/16/97 02:58 PM
 LINK TO:                  PCA-INDEX EDIT PROFILE                     PROD

     AGY:    APPN YEAR:    PCA:

     INDEX:




                                                 STATUS CODE: A
 EFF START DATE: 01161997   EFF END DATE:        LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F6-26B F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLR-EXIT
```

26B PCA - OBJECT EDIT PROFILE
(For Family Independence Agency - 431 Use Only)

The PCA (Program Cost Account) - Object Edit profile defines valid relationships between the PCA (26) and the Comptroller Object or the Agency Object (D10 or D11). The profile accommodates up to 112 individual objects or 57 Object ranges to a single PCA.

Relationship to Other Profiles

The PCA - Object Edit profile (26B) is closely tied to the other system profiles. The program cost account must be defined in the Program Cost Account profile (S026). The PCA profile may include: program code, function code, appropriation number, fund, index, agency code 1, 2, and 3. All such elements must be defined in the corresponding descriptive profiles. The grant and project, if used, must be defined in the Grant Control profile or Project Control profile.

The Object code must be defined in the Comptroller or Agency Object Code profile (D10 or D11).

The 26B PCA - Object Edit profile can be accessed from the PCA menu or from the 26A PCA - Index Edit profile by selecting the F6 function key.

Profile Creation

The PCA - Object Edit profile is used to identify valid relationships of PCA to Comptroller or Agency Object.

The following steps should be followed in establishing PCA - Object Edit profile:

1. Determine whether the relationship will be PCA to Comptroller Object or PCA to Agency Object.

2. Determine all valid objects (D10 or D11 as determined in step 1) for each PCA (S026) established.

3. Determine whether ranges of objects or individual objects apply.

4. Code and enter PCA - Object Edit profile. The key to the profile includes Agency, Appropriation Year and PCA.

5. For every 26B completed, a 26A PCA - Index Edit profile should be completed. Select F6 from the 26B profile to link to the 26A profile.

State of Michigan, Version 2.0

26B PCA - OBJECT EDIT PROFILE
INPUT CODING INSTRUCTIONS
(For Family Independence Agency - 431 Use Only)

Control Key

■ **Agency**   Enter the three--character agency code, which must exist in the D02
Agency profile. As it currently functions, the only valid value for this field
is 431, (Family Independence Agency).

■ **Appn Year**   Enter the two--digit appropriation year to identify the appropriation year
the PCA is related to. May not be greater than the current fiscal year plus
one. The PCA -- Object Edit is only valid for appropriation year 1997 and
beyond.

■ **PCA**   Enter the five--digit program cost account (PCA) number, which must exist
in the 26 PCA profile. The related description will default.

Information Elements

■ **Object**   Enter up to 112 five-digit Object Codes or up to 56 ranges of Object
Codes. The Object or Objects must exist on the D10 or D11 Object Code
profile. Each Object must be separated by commas, and Object ranges must
be identified with a dash. The Object or Objects must be Agency Object(s)
or Comptroller Object(s), they may not be both.

■ **Object Type**   Enter C to designate Comptroller Object or A to designate Agency Object.

■ **Status Code**   Enter a one--character status code as follows:
A   — Active
I   — Inactive
This code will default to an active status if not entered. It may be used to
inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which
identifies when the record becomes effective. This field can be left blank,
which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which
identifies when the record is no longer effective. This field can be left
blank.

State of Michigan, Version 2.0

```
S26B VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  01/16/97 03:00 PM
 LINK TO:                   PCA-OBJECT EDIT PROFILE                      PROD

    AGY:    APPN YEAR:    PCA:

    OBJECT:












    OBJECT TYPE:                            STATUS CODE: A
 EFF START DATE: 01161997    EFF END DATE:      LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F6-26A F9-INT F10-SAVE F11-SAVE/CLEAR ENT-INQ CLR-EXIT
```

26T TAXABLE TRAVEL WITHHOLDING CLASSIFICATION PROFILE INPUT CODING INSTRUCTIONS

The R★STARS 26T Taxable Travel Withholding Classification Profile screen allows the user to use the referenced RTI to define the account coding block for the employer (agency) matching share of Social Security and/or Medicare withholding associated with a taxable travel reimbursement. This profile is used only if the employer share should not be charged to the same coding block as the travel voucher.

Control Key

■ **Agy** Enter the three-character agency code, which must exist in the D02 Agency profile.

■ **AY** Enter the two-digit appropriation year to identify the appropriation year the PCA is related to. May not be greater than the current fiscal year plus one.

■ **Index** Enter the five-digit index code. The index code entered must exist on the Index Code profile.

■ **PCA** Enter the five-digit program cost account (PCA) number. The PCA entered must exist on the Program Cost Account Profile.

■ **Grant** Enter the six-character grant number or leave blank. This identifies the grant to which the PCA relates, if applicable. The grant number and phase must be in the 29 Grant Control profile.

■ **Grant Phase** Enter the two-digit grant phase code or leave blank. This field must be entered if grant number is entered, and must be blank if grant number is blank. The grant number and phase must be in the 29 Grant Control profile.

■ **Project** Enter the six-character project number or leave blank. This identifies the project to which the PCA relates, if applicable. This data element may be used to relate a PCA to a specific Work Authorization. If entered, the project number and phase must be in the 27 Project Control profile.

■ **Project Phase**   Enter the two--digit project phase code or leave blank. Must be entered if project number is entered, and must be blank if project number is blank. If entered, the project number and phase must be in the 27 Project Control profile.

■ **Agency Code 1**   Enter the four--digit agency code 1 or leave blank. If entered, must be in the D26 Agency Code 1 profile.

■ **Agency Code 2**   Enter the four--digit agency code 2 or leave blank. If entered, must be in D27 Agency Code 2 profile.

■ **Agency Code 3**   Enter the six--digit agency code 3 or leave blank. If entered, must be in the D36 Agency Code 3 profile.

■ **Multipurpose Code**   Enter the up to a 10--character multipurpose code or leave blank. This field accepts up to 10 characters with leading and trailing spaces.

■ **RTI**   Enter the six-character recurring transaction index. The RTI entered must be in the 550 Recurring Transaction profile with an RTI Type of "R" (regular).

   Information Elements

■ **Status Code**   Enter a one--character status code as follows:
   A   —   Active
   I   —   Inactive
   This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S26T VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 12/01/97 10:28 AM
LINK TO:        TAXABLE TRAVEL WITHHOLDING CLASSIFICATION            PROD


              AGY :                     AY :

            INDEX :                    PCA :

            GRANT :          GRANT PHASE :

          PROJECT :        PROJECT PHASE :

   AGENCY CODE 1 :        AGENCY CODE 2 :

   AGENCY CODE 3 :        MULTIPURP CODE :


              RTI :

                                          STATUS CODE: A
EFF START DATE: 12011997    EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

27 PROJECT CONTROL PROFILE

The Project Control profile provides flexibility in the methodology used to identify and account for projects and interagency agreements in R★STARS. To provide this flexibility, this profile maintains a variety of information for each project and phase, such as project billing type, billing method, posting indicators, control dates and a number of other classification elements. This profile is maintained by the controlling or servicing agency. It is divided into the following segments:

■ **Project Identification** — these elements include the project number, project phase, title, project type, contractor and contractor suffix, and look up elements used to reduce coding on project-related transactions. Effective start and effective end dates are included to open and close the project for posting financial transactions.

■ **Indicators** — this segment defines the levels used to post financial information to the Project Financial Table and to control the severity of budget control.

■ **Billing Information** — these elements define how and when the project will be billed. The billing type, billing method, billing cycle and billing dates are included, along with a range and rate which are required for certain billing methods. A customer number and mail code in this segment is used for externally reimbursed projects.

■ **Buyer's Accounting Distribution** — this segment defines how the internal charge transaction to the buyer will be generated for work authorizations. The T-Code defines the type of transaction and the classification elements define which index, comptroller or agency objects, and appropriation year will be included on the transaction.

■ **Recovery Classification Elements** — this segment defines how the recovery transaction to the seller will be generated for reimbursable projects. Included are the T-Code and all of the classification elements used to record revenue, expenditure reimbursement and accounts receivable transactions.

The coding instructions follow on the next page.

27 PROJECT CONTROL PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agy**   Enter the three--character agency code, which must exist in the D02 Agency profile.

■ **Proj No**   Enter the six--character project number assigned to the project.

■ **Proj Ph**   Enter the two--digit project phase. If the project is not divided into phases then enter zeros ('00').

■ **Agy CD 2**   Enter the four--character agency code 2 or leave blank. If entered, the agency code 2 must exist in the D27 Agency Code 2 profile.

Notepad

■ **The Note Indicator**   By typing 'NOTE' in the "link to" field and pressing the F9 interrupt key, a note may be typed for a particular profile. The Note indicator identifies whether:
> Y — Yes, a note is tied to the profile, or
> N — No, a note is not tied to the profile.

Information Elements

■ **Title**   Enter up to a 40--character phase title. If multiple records exist for a phase, the title from the first record should be entered.

■ **Proj Type**   Generated by the system.

■ **Contractor/ Sfx**   Enter a 10--digit contractor and contractor suffix which must exist in the 34 Agency Vendor profile or the 51 Systemwide Vendor Mail Code Inquiry profile.

■ **Final Post Date**   Enter an eight--digit final post date (MMDDYYYY format) or leave blank.

■ **Valid PCAs**   Enter up to 10 -five--digit valid PCAs or leave blank. If entered, the PCA must exist in the 26 PCA profile.

■ **Grant No**   Enter the six--character grant number, or leave blank. The grant number and phase (below) are used to associate a grant/phase with the project/phase defined in the Project Control profile. All budgetary, expenditure and revenue transactions recorded against this project/phase will also post to the Grant Table (and other tables) for the referenced grant/phase. Must exist on the 29 Grant Control profile for the Agency.

■ **Grant Ph**   Enter the two--digit grant phase or enter '00'. Required if grant is entered. Must exist on the 29 Grant Control profile.

■ **Agy CD 1**   Enter the four--character agency code 1 or leave blank. If entered, the agency code 1 must exist in the D26 Agency Code 1 profile.

■ **Serv Date Ctl Ind**   Enter a one--character Service Date Control indicator as follows:
　　　　Y — Yes, service dates of transactions must occur prior to the final post date defined in this profile.
　　　　N — No, service dates of transactions are not controlled against the final post date.

■ **Geog Code**   Enter a three--character geographic code or leave blank. If entered, it must exist in the D53 Titles profile with a table ID of 'CAGC'.

■ **SGL Post Lvl Ind**   Enter the one--digit Summary General Ledger Post Level indicator as follows:
　　　　0 — Do not post Project
　　　　1 — Post Project only
　　　　2 — Post Project and Phase

■ **Exp Post Level Ind**   Enter the one--character Expenditure Post Level indicator as follows:
　　　　0 — No Object
　　　　1 — Comptroller Object
　　　　2 — Agency Object
　　　　3 — Agency Object Group
　　　　A — Fund and no object
　　　　B — Fund and Comptroller Object
　　　　C — Fund and Agency Object
　　　　D — Fund and Agency Object Group

Note that project billable and expendable budgets (except Method 3) must be posted at the level of this indicator. When project budgets are not used, this indicator should be set at the level desired for on-line inquiry. All transactions are recorded at detail levels in the Accounting Event ~~and General Ledger~~ Table~~s~~.

This indicator controls the posting of the (expenditure) object and fund to the control key of the Project Financial Table. For example, if the value is '0', no object or fund information is posted to the control key of the Project Financial Table. These two elements (object and fund) would be blank. If a value is '1' the comptroller object on the transaction is posted to the Project Financial Table and the fund is blank.

■ **Rev Post Lvl Ind**   Enter the one--digit Revenue Object Posting Level indicator as follows:

    0 — No Object
    1 — Comptroller Object
    2 — Agency Object
    3 — Agency Object Group
    A — Fund and no object
    B — Fund and Comptroller Object
    C — Fund and Agency Object
    D — Fund and Agency Object Group

This indicator controls the posting of the (revenue) object to the control key of the Project Financial Table.

■ **Proj Ctl Type**   Enter the one--digit project control type indicator as follows:
0 — None, expenditures or encumbrances greater than the project expendable budget will not cause an error message.
1 — Fatal, expenditures or encumbrances greater than the project expendable budget will not be posted. A fatal message will be issued.
2 — Warning, expenditures or encumbrances that exceed the project expendable budget will be posted. A warning message will be issued. When this indicator is set to '1', expendable budgets must be entered to enable expenditure transactions to post against the project. When set to '2', expendable budgets should be posted to avoid the constant generation of warning messages. Budgets are entered in R★STARS through the standard financial transaction data entry process.

Billing Information

■ **Billing Type** Enter a one--digit billing type as follows:
- **1** — **Other Project —** may be reimbursed externally. One accounts receivable transaction is reported at the phase level if billed. Billing transactions are not automatically posted. Any billing cycle other than zero may be selected.
- **2** — **Capital Project —** treated the same as billing type 1.
- **4** — **Interagency —** may be reimbursed internally. If billed, one charge transaction and multiple recovery transactions are generated. Billing cycles '0' or '1' may be utilized.
- **5** — **External Project —** may be reimbursed externally. If billed, one charge and multiple recovery transactions are reported but not automatically posted. Any billing cycle may be selected.

■ **Method** Enter the one--digit billing method indicator as follows:
- **0** — **Project not billed —** which is used for non-billable projects. These projects will not be selected for billing.
- **1** — **Standard Cost Per Unit —** billings are calculated by multiplying the standard billing rate by the total units posted project-to-date and subtracting previously billed amounts.
- **2** — **Standard Percentage —** billings are calculated by multiplying the standard billing rate (percentage) by the total project-to-date expenditures and subtracting previously billed amounts.
- **3** — **Standard Cost Per Unit to Billable Budget —** billings are calculated by multiplying the standard rate times the project-to-date units. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts.
- **4** — **Standard Percentage to Billable Budget —** billings are calculated by multiplying the standard billing rate (percentage) times project-to-date expenditures. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts.
- **5** — **Actual—** billings are generated for the actual expenditures Project-to-Date less previously billed amounts.
- **6** — **Actual to Billable Budget —** bills the lower of the billable budget less previously billed amounts or actual expenditures less previously billed amounts.

This indicator determines the billing method to be applied to a particular project. This indicator may be changed at any time. For example, a project originally set up as non-billable may be changed to billable at a

later date by changing the billing method and billing cycle to non-zero values. At that time, cumulative-to-date expenditures will be billed.

■ **Cycle** Enter the one--digit billing cycle indicator as follows:

0 — **Project Not Billed** — identifies projects that are not automatically billed. These projects may only be billed manually.

1 — **Automatic Billing During Month Close** — identifies the projects to be billed during the month closing process. All billable interagency agreements must be coded '1'.

2 — **Automatic Billing by Date** — identifies projects to be billed automatically on a specific cycle or date. If a Cycle of '2' is used, the user must also specify the cycle to be billed on the Grant/Project Billing Request profile.

The billing cycle tells the system when to bill a particular project.

■ **MMDD(1-4)** Enter up to four dates (MMDD or DD) or leave blank. At least one field is required when the bill cycle equals '2'. These fields allow up to four specific billing dates for a project by entering a month and a day (MMDD) for billing on month and a day (MMDD) for billing on certain date(s), or just a day (DD) for monthly or weekly billing. Examples are as follows:

	MMDD1	MMDD2	MMDD3	MMDD4
Specific Date	—0928			
Weekly	——07	14	21	28
Monthly	15			
Quarterly	0701	1001	0101	0401

Valid MM values are 01 through 12.
Valid DD values are 01 through 31.

■ **Obj Range Low and High** Enter the four--digit object range low and high or leave both blank.

For billing methods '1' and '3', this range identifies the statistical units (such as miles) to which to apply a standard rate. The object range low and high are required.

For billing methods '2' and '4', this range identifies the objects which are to be billed using standard percentage methods. For example, objects 5401-5575 would cause only supplies and materials to be billed. The objects are optional.

For billing methods '5' and '6', this range is optional and is used to limit the objects which will be billed.

The range must be entered at the level of the Expenditure Object Posting Level indicator. For example, if this indicator is set to '3', agency object groups must be entered in the range.

■ **Rate**   Enter the 11--digit rate in 99999.99999 format. For example, '1.50000' is 150%. Required if method equals '1', '2', '3' or '4', otherwise leave blank. This indicator specifies the rate used to compute standard cost per unit which is used in billing method '1' or '3' or the standard percentage which is used in billing methods '2' or '4'.

■ **Cust No**   Enter a 10--digit customer number. If entered, must exist in the 34 Agency Vendor profile or the 51 Systemwide Vendor Mail Code Inquiry profile.

■ **Cust/MC**   Enter the three--digit customer mail code. If entered, must exist in the 34 Agency Vendor profile or the 51 Systemwide Vendor Mail Code Inquiry profile for the entered customer number.

Billing Computation

■ **Soft Match**   Enter the one--character Soft Match indicator as follows:
                          Y — Billing computation is based on Soft Match
                          N — Billing computation is not based on Soft Match

■ **In Kind**   Enter the one--character In Kind indicator as follows:
                          Y — Billing computation is based on In Kind
                          N — Billing computation is not based on In Kind

■ **Memo Entries** Enter the one--character Memo Entries indicator as follows:
                          Y — Billing computation is based on Memo Entries
                          N — Billing computation is not based on Memo Entries

Billing Classification Elements

Specifies the classification used in the charge transaction to record billing activity. Additionally, specifies the data elements which are printed on the project billed detail report. Completed for Interagency Projects (Billing Type '4') only.

■ **Agy**   Enter the three--character agency code. Identifies the requester agency. Required when the billing type is '4' and the billing method is not '0,' otherwise optional.

- **Cur Doc/SFX**   Enter the eight-character current document number and three-digit current document suffix. When entered, the last three digits must be numeric. If the project is billed the billing program increments the number by one each time a billing is generated.

- **TC**   Enter the three-digit transaction code. Must be in 28A profile.

- **Index**   Enter the five-digit index code or leave blank. Identifies the index to be charged. Must exist in the 24 Index Code profile if entered. Index or PCA is required for Billing Type '4'.

- **PCA**   Enter the five-digit program cost account code or leave blank. Must exist in the Buyer Agency's PCA profile.

- **AY**   Enter the two-digit appropriation year of the billing.

- **Comp Obj**   Enter the four-digit comptroller object or leave blank. Required for Billing Type '4'. If entered, must exist in the D10 Comptroller Object profile.

- **Agy Obj**   Enter a four-digit agency object or leave blank. Required for billing type '4'. If entered must be in D11 Agency Object profile.

- **Fund**   Enter the four-digit fund if it cannot be looked up by the Index or PCA.

- **Proj No**   Enter the six-character project number. Identifies the project to be charged during Project Billing if interagency expenditures are to be charged to another project. If entered, it must exist in the Buyers Agency's Project Control profile.

- **Proj Ph**   Enter the two-digit project phase or "00" when phase is not used. Identifies the project phase to be charged.

- **Grant No**   Enter the six-character grant number. Identifies the grant to be charged if projects or work authorizations are to be charged to a grant. If entered, it must exist in the Buyer Agency's Grant Control profile.

- **Grant Ph**   Enter the two-digit grant phase or '00' when phase is not used.

■ **Ref Doc/SFX**   Enter the eight-character reference document number and three-digit
reference document suffix. Reference document identifies a previous
document record to be matched. This will normally be the encumbrance
number.

■ **MP Code**   Enter the 10-character multipurpose code or leave blank.

■ **Agy Cd 1**   Enter the four-digit agency code 1 code or leave blank. If entered, must
exist in the Buyer Agency's D26 Agency Code 1 profile.

■ **Agy Cd 2**   Enter the four-digit agency code 2 or leave blank. If entered, it must exist
in the Buyer Agency's D27 Agency Code 2 profile.

■ **Agy Cd 3**   Enter the six-digit agency code 3 or leave blank. If entered, it must exist
in the Buyer Agency's D36 Agency Code 3 profile.

Recovery Classification Elements

This portion of the profile includes the data to be used when building the transaction to record
the revenue or expenditure reimbursement in the seller's accounting records. For all billable
projects, the transaction code and comptroller object are required. In addition to these elements,
the index or PCA is required for billing types '1', '2' and '5' when billable. The entire segment
must be left blank if the billing method is '0'.

■ **Cur Doc/SFX**   Enter the eight-character current document number and the three-digit
current document suffix or leave blank. If left blank, the system will
generate a current document number/suffix on billing transactions. When
entered, the last three digits must be numeric. If the project is billed the
billing program increments the number by one each time a billing is
generated.

■ **TC**   Enter the three-digit transaction code. Must be in 28A profile. Required
for billable projects.

■ **Index**   Enter the five-digit index code of the account to be credited. Index or
PCA is required for billing types '1', '2' and '5' when billable. Otherwise
not allowed.

■ **PCA**   Enter the five-digit program cost account (PCA) code of the account to be
credited. Index or PCA is required for billing types '1', '2' and '5' when
billable. Otherwise not allowed.

- **AY**　　　　Enter the two--digit appropriation year of the billing.

- **Comp Obj**　　Enter the four--digit comptroller object code or leave blank. If entered, must be in D10 Comptroller Object profile.

- **Agy Obj**　　Enter the four--digit agency object code or leave blank. If entered, must be in D11 Agency Object profile.

- **Fund**　　　Enter the four--digit fund code if it cannot be looked up by the index or PCA.

- **Ref Doc/SFX**　Enter the eight--character reference document number and the three--digit reference document suffix code.

- **MP Code**　　Enter the 10--character multipurpose code or leave blank.

- **Agy CD 1**　　Enter the four--digit agency code 1 or leave blank if method = '0'. If entered, must be in the D26 Agency Code 1 profile.

- **Agy CD 2**　　Enter the four--digit agency code 2 or leave blank if method = '0'. If entered, must be in the D27 Agency Code 2 profile.

- **Agy CD 3**　　Enter the six--digit agency code 3 or leave blank if method = '0'. If entered, must be in the D36 Agency Code 3 profile.

- **RTI**　　　　Enter the six-character recurring transaction index. The RTI entered must be in the 550 Recurring Transaction profile with an RTI Type of "R" (regular).

- **Status Code**　Enter a one--character status code as follows:
    A — Active
    I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date**　Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date**　Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

State of Michigan, Version 2.0

```
S027 VER 2.0                  R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                    PROJECT CONTROL PROFILE                       FACS
                                                          NOTE:
   AGY:        PROJ NO/PH:         AGY CD 2:
 TITLE:
PROJ TYPE:   CONTRACTOR/SFX:                    FINAL POST DATE:
 VALID PCAS:
GRANT NO/PH:          AGY CD 1:       SERV DATE CTL IND:     GEOG CODE:
SGL POST LVL IND:  EXP POST LVL IND:   REV POST LVL IND:  PROJ CTL TYPE:
                  * * * * * * BILLING INFO * * * * * *
BILLING TYPE:      METHOD:     CYCLE:    MMDD: 1       2      3      4
OBJ RANGE - LOW:     HIGH:     RATE:           CUST NO/MC:
BILLING COMP - SOFT MATCH:   IN KIND:         MEMO ENTRIES:
BILLING -  AGY:       CUR DOC/SFX:             TC:        INDEX:
    PCA:       AY:     COMP/AGY OBJ:                      FUND:
PROJ/PH:                   GRANT/PH:         REF DOC/SFX:
MP CODE:                 AGY CD - 1:     2:      3:
RECOVERY -    CUR DOC/SFX:           TC:          INDEX:       PCA:
     AY:   COMP/AGY OBJ:        FUND:     REF DOC/SFX:
  MP CODE:               AGY CD - 1:     2:      3:          STATUS CODE: A
     RTI:
  EFF START DATE:         EFF END DATE:       LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

29 GRANT CONTROL PROFILE

The grant cost accumulation and billing processes are controlled by a series of indicators and data elements stored in the Grant Control profile. This profile includes:

■ **Grant Identification** These elements include the grant number, grant phase, description, grant type, grant manager and look up elements used to reduce coding on grant-related transactions. Start and end dates are included to open and close the grant for posting financial transactions.

■ **Indicators** This segment defines the levels used to post financial information to the Grant profile and includes other posting and control information.

■ **Billing Information** These elements define if, how and when the grant will be billed, along with a range and rate which are required for certain billing methods.

■ **Recovery Information** The elements in this segment define the recovery transaction which is printed on the billing detail report. Included are the transaction code and classification elements used to record accounts receivable transactions.

29 GRANT CONTROL PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency**
Enter the three--character agency code, which(the agency code must exist in the D02 Agency profile)

■ **Grant No**
Enter the six--character grant number, which(the grant number must exist in the D47 Grant Number profile). (Required)

■ **Grant Ph**
Enter the two--digit grant phase. If the grant is not divided into phases then enter zeros ('00').

■ **Agy CD 1**
Enter the four--character agency code 1 or leave blank. If entered, the agency code 1 must exist in the D26 Agency Code 1 profile.

Notepad

■ **The Note Indicator**
By typing "NOTE" in the "link to" field and pressing the F9 interrupt key, a note may be typed for a particular profile. The Note indicator identifies whether:
    Y — Yes, a note is tied to the profile, or
    N — No, a note is not tied to the profile.

Information Elements

■ **Grant Type**
System generated, two--character field.

■ **Title**
Enter up to a 40--character phase title. If multiple records exist for a phase, the title from the first record should be entered.

■ **Geographic Code**
If entered, the three--digit geographic code signifies the location of Grant, and must be defined in D53 Titles profile with Table ID of 'CAGC'.

■ **SGL Post Level Ind**
Enter the one--digit Summary General Ledger Post Level indicator as follows:
    0 — Do not post Grant
    1 — Post Grant only
    2 — Post Grant and Phase

■ **Letter of Cr No** Enter up to a 10-digit letter of credit number.

■ **Exp Post Level Ind** Enter the one-character Expenditure Object Posting Level indicator as follows:

        0 — No Object
        1 — Comptroller Object
        2 — Agency Object
        3 — Grant Object
        A — Fund, No Object
        B — Fund and Comptroller Object
        C — Fund and Agency Object
        D — Fund and Grant Object

This indicator determines the expenditure object and/or fund level at which transactions are posted to the Grant Financial Table. All transactions are recorded at the lowest level of detail in the General Ledger Financial Table.

This indicator controls the posting of (expenditure) object and fund to the Grant Financial Table. For example, if the value is '3' the grant object value (which is looked up from the comptroller object on the D48 Grant Object profile) will be posted to the control key of the Grant Financial Table. The fund, appropriated fund, comptroller object and agency object fields would be blank. This would control the grant by grant object. If the value is '0' the object and fund fields of the Grant Financial Table are blank (control is without regard to object or fund).

Note that grant billable and expendable budgets must be posted at the level of detail identified by this indicator. When budgets are not used, this indicator should be set at the level desired for on-line inquiry.

■ **Rev Post Level Ind** Enter the one-digit revenue Object Posting Level indicator as follows:

        0 — No Object
        1 — Comptroller Object
        2 — Agency Object
        3 — Grant Object
        A — Fund, No Object
        B — Fund and Comptroller Object
        C — Fund and Agency Object
        D — Fund and Grant Object

Identifies the level of revenue object at which a grant will be posted in the Project Financial Table.

This indicator controls the posting of object information to the Grant Financial Table. For example, if the value is '0' no object information is posted to the control key Grant Financial Table. If the value is '1' the comptroller object on the transaction is posted to the control key of the Grant Financial Table.

■ **Grant Ctl Type Ind**   Enter the one‑‑digit Grant Control Type indicator as follows:

    0 — None, expenditures and encumbrances exceeding the expendable budget will not cause an error message.
    1 — Fatal, expenditures or encumbrances greater than the expendable budget will not be posted.
    2 — Advisory, expenditures and encumbrances that exceed the expendable budget will be posted and a warning message will be issued.

■ **Cash Ctl Post Ind**   Enter the one‑‑digit Cash Control Posting indicator as follows:

    Y — Yes, exercise cash control for the grant phase.
    N — No, do not have cash control for the grant phase.

This indicator determines whether the grant structure is used to post to the Cash Control and Cash Balance Financial Tables. For example, a value of 'N' indicates that the grant on the Cash Control and Cash Balance Financial Tables will be blank (control is without regard to grant); whereas a value of 'Y' indicates that the grant will be posted to the Cash Control and Cash Balance Financial Tables. Whether or not the phase code is posted, is determined by the D47 Grant Number profile Grant Phase Budget Level indicator.

■ **Cash Ctl Type Ind**   Enter the one‑‑digit Cash Control Type indicator, as follows:

    0 — None, over expended grant cash will not be evidenced by an error message.
    1 — Fatal, expenditures and encumbrances greater than the available grant cash balance will not be posted.
    2 — Warning, expenditures and encumbrances that exceed the grant cash balance will be posted and a warning message will be issued.

■ **Proj No**   Enter the six‑‑character project number or leave blank. The project number and phase (below) are used to associate a project/phase with the grant/phase. All budgetary, expenditure and revenue transactions recorded against this grant/phase will also post to the Project Table (and other tables) for the project/phase. Must exist on the 27 Project

Control profile if entered.

■ **Proj Ph**   Enter the two--digit project phase or leave blank. Required if project number is entered.

■ **Agy CD 2**   Enter the four--character agency code 2 or leave blank. If entered, the agency code 2 must exist in the D27 Agency Code 2 profile.

■ **Serv Date Ctl Ind**   Enter a one--cCharacter Service Date Control indicator as follows:

   Y — Yes, service dates of transactions must occur prior to the final post date defined in this profile.

   N — No, service dates of transactions are not controlled against the final post date.

■ **Grant Obj Ind**   The Grant Object indicator determines which range of objects on the Grant Object profile, D48, will be used to post transactions to the Grant Financial Table. This indicator is only required if Grant Object has been selected on the Exp Post Level indicators (options '3' or 'D'). Valid values include:

   A — Agency Object Range Only
   B — Comptroller and Agency Object Range
   C — Comptroller Object Only
   Blank — Field must be blank Exp Post level indicators not set to '3' or 'D'.

■ **Contractor/Sfx**   Enter the optional 10--character vendor ID number and three--digit mail code of the primary contractor associated with this grant. If entered, the vendor number must be defined in the 51 Statewide Vendor Mail Code Inquiry profile or the 34 Agency Vendor profile.

Billing Information

■ **Method**   Enter the one-digit Billing Method indicator as follows:

0 — **Grant not billed** — Which is used for grants that do not require billing detail reports. Recovery segment should be blank.

1 — **Standard Cost Per Unit** — Billings are calculated by multiplying the standard billing rate by the total units posted grant-to-date and subtracting previously billed amounts and advances made.

2 — **Standard Percentage** — Billings are calculated by multiplying the standard billing rate (percentage) by the total grant-to-date expenditures and subtracting previously billed amounts and advances made.

3 — **Standard Cost Per Unit To Budget** — Billings are calculated by multiplying the Standard Billing Rate times the grant-to-date units. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts and advances made.

4 — **Standard Percentage To Budget** — Billings are calculated by multiplying the standard billing rate (percentage) times grant-to-date expenditures. This method then bills the lower of the calculated bill less previously billed amounts or the billable budget less previously billed amounts and advances made.

5 — **Actual** — Billings are generated for the actual expenditures grant-to-date less previously billed amounts and advances made. Billing rate must be zero or blank.

6 — **Actual To Budget** — Bills the lower of the billable budget less previously billed amounts or actual expenditures less previously billed amounts and advances made. Billing Rate must be zero or blank.

7 — **Auto Bill** — Billings are selected that are final approved and charged to a grant for daily CMIA processing. If the grant category is subject to CMIA, then billing method must equal seven and LOC (Line-of-Credit) number is required on the D47 Grant Number profile, and CMIA type and avg. days clearance are required on the D40 Grant Category profile.

This indicator determines the billing method to be applied to a particular grant. This indicator may be changed at any time. For example, a grant originally set up as non-billable may be changed to billable at a later date by changing the billing method and billing cycle to non-zero values. At that time, cumulative-to-date expenditures will

be billed.

■ **Cycle**　　Enter the one--digit Cycle indicator as follows:

0 — **Grant Not Billed —** Identifies grants that are not billed automatically. These grants may only be billed manually. MMDD (1-4) must be blank.

1 — **Automatic During Month Close —** Identifies the grants to be billed during the month closing process. MMDD (1-4) must be blank.

2 — **Standard Percentage —** Identifies grants to be billed automatically on a specific cycle or date. If a Grant/Project Billing Request profile. MMDD is required.

The billing cycle tells the system when to bill a particular grant.

■ **MMDD (1-4)**　　Enter up to four dates (MMDD or DD) or leave blank. At least one field is required when the bill-cycle equals '2'. These fields allow up to four specific billing dates for a grant, by entering a month and a day (MMDD) for billing on a month and a day (MMDD) for billing on certain date(s), or just a day (DD) for monthly or weekly billing. Examples:

	MMDD1	MMDD2	MMDD3	MMDD4
Specific Date	0928			
Weekly	07	14	21	28
Monthly	15			
Quarterly	0701	1001	0101	0401

Valid MM values are 01 through 12.
Valid DD values are 01 through 31.

■ **Object Range Low and High**　　Enter the four or six--digit low or high object range or leave both blank.

For Billing Methods '1' and '3', this range identifies the statistical units (such as miles) to which to apply a standard rate. The low and high objects are required. These objects must be in the D10, D11, or D48 profiles.

For Billing Methods '2' and '4', this range identifies the objects which are to be billed using standard percentage methods. The objects are optional. If entered must exist in the D10, D11, and D48 profiles.

For Billing Methods '5' and '6', this range is optional and identifies the objects which should be billed. If entered, they must exist in the D10, D11, or D48 profiles.

If utilized, the range must equal the level of the objects in the Expenditure Object Level indicator.

■ **Rate**   Enter the 10-digit rate in 99999.9999 format. The rate is required if method equals '1', '2', '3' or '4'. It is not allowed if the method is '0', '5', '6' or '7'. The rate is used to compute standard cost per unit which is used in billing method '1' or '3' or the standard percentage which is used in billing methods '2' or '4'.

Billing Computation

■ **Soft Match**   Enter the one-character Soft Match indicator as follows:
> **Y** — Billing computation is based on Soft Match
> **N** — Billing computation is not based on Soft Match

■ **In Kind**   Enter the one-character In Kind indicator as follows:
> **Y** — Billing computation is based on In Kind
> **N** — Billing computation is not based on In Kind

■ **Memo Entries**   Enter the one-character Memo Entries indicator as follows:
> **Y** — Billing computation is based on Memo Entries
> **N** — Billing computation is not based on Memo Entries

Recovery Information

This portion of the profile includes the data to be used when building the transaction to record the revenue and accounts receivable for grant claims. For billable grants, the following recovery data must be coded: Current document number and suffix, transaction code, index, or PCA, and comptroller or agency object. The recovery information should be left blank if methods 0 or 7 are chosen.

■ **Cur Doc**   Enter the eight-character current document number. Required if grant is billable. When entered, the last three digits must be numeric. If the grant is billed, the billing programs increments the number by one each time a billing transaction is billed. (Required if methods 1-6 are selected)

- **SFX** Enter the three-digit current document suffix code. (Required if methods 1-6 are selected)

- **TC** Enter the three-digit transaction code. The commonly used T-Code records an accounts receivable and revenue billing. Required if grant is billable. Must exist in 28A and B. This T-Code will appear on grant billing reports. The user must take care to select the appropriate T-Code when entering the receivable transaction into R★STARS. (Required if methods 1-6 are selected)

- **Index** Enter the five-digit index code of the account to be credited or leave blank. Index or PCA is required if methods 1-6 are selected. Must exist in 24 Index Code profile.

- **PCA** Enter the five-digit program cost account (PCA) of the account to be credited or leave blank. Index or PCA required if methods 1-6 are selected. If entered must exist in the 26 PCA profile.

- **AY** Enter the two-digit appropriation year.

- **Comp Obj** Enter the four-character comptroller object code. Either comptroller or agency object is required if methods 1-6 are selected if the grant is billed. Must exist in D10 Comptroller Object profile.

- **Agy Obj** Enter the four-digit agency object code. If entered, must exist in D11 Agency Object profile. Either comptroller or agency object is required if methods 1-6 are selected.

- **Fund** Enter the four-digit fund code if it is not looked up by the index or PCA. Required if grant is billable. Must exist in the D23 Fund profile.

- **Desc** Enter a maximum length of 30 characters as the description for the recovery.

- **MP Code** Enter a 10-character multipurpose code if method equals 1-6. (Optional)

- **Agy Cd 1** Enter a four-character agency code 1 code. If entered, agency code 1 must exist in D26 Agency Code 1 profile and method must equal 1-6.

- **Agy Cd 2** Enter a four-character agency code 2 code. If entered, agency code 2 must exist in D27 Agency Code 2 profile and method must equal 1-6.

■ **Agy Cd 3**   Enter a six--character agency code 3 code. If entered, agency code 3 must exist in D36 Agency Code 3 profile and method must equal 1-6.

■ **Final Post Date**   Enter the eight--digit final post date (MMDDYYYY format) or leave blank.

■ **RTI**   Enter the six--character recurring transaction index. This is an optional field, and if entered, must exist on the 550 Recurring Transaction profile and transaction type must equal "S.".

■ **Status Code**   Enter a one--character status code.
> **A** — Active
> **I** — Inactive

This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S029 VER 2.0                R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                 GRANT CONTROL PROFILE                        FACS
AGENCY:                                             NOTE:
GRANT NO/PH:        AGY CD 1:      GRANT TYPE:    (SYSTEM-GENERATED)
     TITLE:                                  GEOGRAPHIC CODE:
SGL POST LEVEL IND:     LETTER OF CR NO:
EXP POST LEVEL IND:   REV POST LEVEL IND:            GRANT CTL TYPE IND:
 CASH CTL POST IND:     CASH CTL TYPE IND:   PROJ/PH:          AGY CD 2:
 SERV DATE CTL IND:         GRANT OBJ IND:    CONTRACTOR/SFX:
                     * * * * * * BILLING INFO * * * * * *
METHOD:            CYCLE:      MMDD: 1      2      3      4
OBJECT RANGE: -       LOW:       HIGH:      RATE:
                      LOW:       HIGH:      RATE:
                      LOW:       HIGH:      RATE:
BILLING COMP  -   SOFT MATCH:     IN KIND:    MEMO ENTRIES:
                     * * * * * * RECOVERY SEGMENT * * * * * *
 CUR DOC/SFX:         TC:       INDEX:          PCA:        AY:
COMP/AGY OBJ:        FUND:      DESC:
    MP CODE:          AGY CD - 1:      2:       3:
FINAL POST DATE:               RTI:              STATUS CODE: A
 EFF START DATE:          EFF END DATE:         LAST PROC DATE:



F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

31 SUBGRANTEE CONTROL PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The Subgrantee Control profile defines the subgrantee ID and the associated name and address, contact and phone number and subgrantee type for grant reporting purposes. In addition, a grant number and phase may be entered in this profile for coding reduction purposes. ~~This profile is not used in Michigan.~~

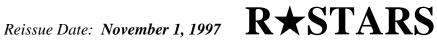### Control Key

■ **Agency**   Enter the three~~-~~digit agency code, which must exist ~~io~~n the D02 Agency profile.

■ **Subgrantee ID**   Enter the 14~~-~~digit subgrantee ID code, which is greater than zero. The length of the subgrantee ID may be the same length as the vendor number/mail code. This permits use of the same value for both the vendor and the subgrantee if desired.

Information Elements

■ **Name**   Enter up to a 40~~-~~character subgrantee name (numeric/alpha).

■ **Addr 1**   Enter up to a 40~~-~~character address 1.

■ **Addr 2**   Enter up to a 40~~-~~character address 2 or leave blank.

■ **Addr 3**   Enter up to a 40~~-~~character address 3 or leave blank.

■ **City**   Enter up to a 20~~-~~character city.

■ **State**   Enter a two~~-~~character state code.

■ **Zip Cd**   Enter a nine~~-~~digit zip code. The first five digits must be greater than zero.

■ **Contact**   Enter up to a 30~~-~~character subgrantee contact.

■ **Phone No**   Enter a 10~~-~~digit subgrantee contact area code and phone number or leave blank.

■ **Subgrantee Type**   Enter the one~~-~~digit subgrantee type. Examples are:
1 — State

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       2 — Local
       3 — County
       4 — Private
       5 — Other

■ **Grant No** Enter the six-character grant number or leave blank. It must exist in the 29 Grant Control profile.

■ **Grant Ph** Enter the two-digit grant phase code. It must exist in the 29 Grant Control profile. (Required if Grant Number is entered)

■ **Agy Cd 1** Enter the four-character agency code 1 or leave blank. If entered, the agency code 1 must be in the D26 Agency Code 1 profile.

■ **Compliance Audit Date** Enter the eight-digit compliance audit date (MMDDYYYY format).

■ **Compliance Audit Status** Enter the one-character compliance audit status code. If entered, it must exist in the D53 Titles profile with a Table ID of "CAST."

■ **Report Dates** Enter up to four, four-digit report dates in one of the following formats:
    MMDD — To identify the month and day reports are issued.
    DD — To identify specific days reports are issued.

■ **Fiscal Year Start Date** Enter the four-digit fiscal year start date (MMDD).

■ **Fiscal Year End Date** Enter the four-digit fiscal year end date (MMDD).

■ **Status Code** Enter a one-character status code as follows:
    A — Active
    I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight-digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S031 VER 2.0                    R★STARS ACCOUNTING           08/15/94 12:00 PM
 LINK TO:                   SUBGRANTEE CONTROL PROFILE                    FACS


 AGENCY:      SUBGRANTEE ID:
   NAME:
 ADDR 1:
 ADDR 2:
 ADDR 3:
   CITY:                        STATE:      ZIP CD:

 CONTACT:
 PHONE NO:              SUBGRANTEE TYPE:
 GRANT NO/PH:          AGY CD 1:
 COMPLIANCE AUDIT DATE:             COMPLIANCE AUDIT STATUS:
 REPORT DATES:
 FISCAL YEAR START DATE:       FISCAL YEAR END DATE:

                                             STATUS CODE: A
  EFF START DATE:          EFF END DATE:       LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

33 DOCUMENT CONTROL PROFILE
INPUT CODING INSTRUCTIONS

The 33 Document Control profile allows the user to identify the required actions for each document type, defines the tracking and balancing rules for each document type and defines payment tolerance limits. This profile provides on-line entry and inquiry of the processing rules for each type of document and its year end closing stage code.

Control Key

■ **Document Type**   Enter a two--character document type.

Information Elements

■ **Description**   Enter up to a 40--character of document description. This is a required field and should briefly describe the document type entered above.

■ **Balancing Indicator**   Enter a one--character Balancing indicator as follows:
Y — Yes, the entered amount of the document must equal the computed amount of the document to give final approval to this document.
N — No, the entered amount does not have to equal the computed amount to give final approval to this document. This is a required field when the Tracking indicator is "Yes." Otherwise, this field must be blank.
If the Balancing Indicator is "Y," the document amount must be entered on the financial transactions for each document.

■ **Tracking Indicator**   Enter a one--character Tracking indicator as follows:
Y — Yes, tracking is required on this document type.
N — No, tracking is not required on this document type.
This is a required field.

■ **Closing Stage**   Enter the two--digit year end closing stage, which indicates the level of year end closing stage for the document type. If this code is not being used enter "99" for the closing stage.

■ **Req Approval Action**   Enter up to 20, two--digit Required Approval Action connectors. Connectors and their associated action codes are entered in the following format: XX XXX. See example after required approval action code. Each connector value entered must be greater than or equal to the connector value on the left. Connectors and action codes must be entered contiguously; embedded blank action codes or connectors are not allowed.

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This is a required field for each required approval action code entered. Enter up to 20, three--digit action codes required for this Document Type. action codes when entered must exist in the D44 Action Code profile using Agency "000." Connectors and action codes must be entered contiguously; embedded blank action codes or connectors are not allowed. The connector identifies any grouping of action codes if applicable. For example:

01 100 01 050 02 111 03 201 04 002

Connector "01" identifies that action code "100" <u>or</u> "050" is required, while action codes 111, 201 and 002 are <u>all</u> required.

■ **Normal Hr**   Enter up to 20, three--digit normal hours or leave blank. Normal hours are not required for each action code. However, an action code is required for each normal hours status. If entered, the normal hours represents the acceptable number of hours a document should remain in the status identified by its action code.

■ **Control Agy**   Enter a three--digit control agency action code if control agency approval is required for this document type. When entered, it must exist in the D44 Action Codes profile.

■ **Low Normal $ Amt**   Enter up to 13 digits <u>with</u> (two digits ~~of~~ decimal places) of low normal $ amount or leave this field blank. The low normal $ amount provides exception reporting for those documents that do not meet a minimum $ amount.

■ **High Normal $ Amt**   Enter up to 13 digits with two digits decimal places of high normal $ amount or leave this field blank. The high normal $ amount provides exception reporting for those documents that exceed a maximum $ amount.

■ **Tolerance $**   Enter up to four digits or leave blank the tolerance dollar amount. All zeros in this field <u>are</u>~~is~~ acceptable. The tolerance dollar amount establishes liquidation tolerance limits for encumbrances and pre-encumbrances (e.g., if an encumbrance is entered for $100 and the tolerance is $50 (0050), the encumbrance cannot be paid for more than $150).

■ **Tolerance %**   Enter up to four digits or leave blank the tolerance percentage. This field when entered, must be in 9.99 format. Zeros entered 0.00 in this field are acceptable. The tolerance percentage establishes liquidation tolerance limits for encumbrances and pre-encumbrances (e.g., if an encumbrance is entered for $100 and the tolerance is 10% (0.10), the encumbrance cannot be paid for more than $110).

■ **Status Code**   Enter a one--character status code as follows:
    A — Active
    I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S033 VER 2.0                   R★STARS ACCOUNTING          08/15/94 12:00 PM
 LINK TO:                    DOCUMENT CONTROL PROFILE                    FACS


           DOCUMENT TYPE:
             DESCRIPTION:
     BALANCING INDICATOR: Y   (Y/N)
      TRACKING INDICATOR: Y   (Y/N)
           CLOSING STAGE:
      REQ APPROVAL ACTION:


 NORMAL HR:

 CONTROL AGY:

  LOW NORMAL $ AMT:                       HIGH NORMAL $ AMT:
  TOLERANCE $:          (FORMAT 9999; BLANK MEANS NO CONTROL)
  TOLERANCE %:          (FORMAT 9.99; BLANK MEANS NO CONTROL)
                                                     STATUS CODE: A
  EFF START DATE:           EFF END DATE:         LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

34 AGENCY VENDOR PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

The Vendor profile is used to view agency-defined vendor information. The Vendor profile control key specifically identifies each vendor by vendor number and mail code. The vendor number is used to uniquely identify the vendor associated with a transaction. The mail code identifies the mailing address. Therefore, a single vendor with multiple mailing addresses may appear in the Vendor profile multiple times.

Control Key

■ **Agency**   Enter a three--character agency code, which . It must exist in the D02 Agency profile.

■ **Vendor**   Enter up to a 10--character vendor number, and the three--digit vendor mail
No/Mail Code   code, which identifies each vendor by a unique number. The vendor mail code identifies multiple mailing addresses for a single vendor. If leading or trailing blanks are input, the system left justifies and right blank-fills the vendor number. The first digit of the vendor number must be "0" (zero).

Information Elements

■ **Vendor Type**   Enter the one--digit vendor type:
    1 — Employee
    2 — Federal Agency
    3 — State Agency
    4 — Local Government
    5 — Vendor-Business
    6 — Vendor-Individual
    7 — Other

■ **Update**   Enter up to a four--character update reason code if the vendor name or any
Reason Code   part of the vendor address is changed. It must be defined in the D53 Titles profile with Table ID "VURC."

■ **Vendor Name**   Enter up to a 50--character vendor name.

■ **ALT Name** $\quad$ Enter up to 20--characters for the alternate name. The first three characters must not be blank. This field is used to prepare a listing of vendors in alphabetical order such as on the Vendor Alpha Inquiry (3A). Vendor name is not used in the alphabetical sort of the vendor file.

■ **Address 1** $\quad$ Enter up to a 50--character address line 1 or leave blank.

■ **Address 2** $\quad$ Enter up to a 50--character address line 2 or leave blank.

■ **Address 3** $\quad$ Enter up to a 50--character address line 3 or leave blank.

■ **Address 4** $\quad$ This field is normally used to contain the first line of the vendor address. It may contain up to 50 characters.

■ **City** $\quad$ Enter up to a 20--character city.

■ **State** $\quad$ Enter the two--character state abbreviation. All of the valid U.S. State abbreviations are stored in the 90 Help profile with the keyword "STATE." If the Country is "USA," the State must exist in the D53 Titles profile with Table ID "STAT." If the country is "CAN," the State must exist in the D53 Titles profile with Table ID "PROV."

■ **Zip Code** $\quad$ Enter the zip code. If the Country is "USA," the Zip Code must be numeric and the first five digits are required. The last four digits are optional and must be numeric, if entered. If the Country is "CAN," the Zip code must be in the following format: ANA(space)NAN (A = Alphanumeric, N = Numeric) or ANANAN. If the Country is other than "USA" or "CAN," one non-blank character must be entered. The two-digit carrier code is optional and must be numeric, if entered.

■ **Country** $\quad$ Enter the three--character country code. The country code must exist in the D53 Titles profile with Table ID "CNTY."

■ **Phone** $\quad$ Enter the area code and phone number.

■ **FEI/SSN Ind** $\quad$ Enter the one--character FEI/SSN indicator which identifies if the vendor number is a Federal Employer Identification number or an individual's Social Security Number. The valid values are as follows:
F — Federal ID Number
S — Social Security Number
O — Other (Unknown)

- **Status Code** Enter a one--character status code as follows:
  A — Active
  I — Inactive

- **Eff Start Date** Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date** Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S034 VER 2.0                    R★STARS ACCOUNTING           08/15/94 12:00 PM
LINK TO:                      AGENCY VENDOR PROFILE                        FACS

              AGENCY:
VENDOR NO/MAIL CODE:               VENDOR TYPE:   UPDATE REASON CODE:
        VENDOR NAME:
           ALT NAME:
           ADDRESS1:
           ADDRESS2:
           ADDRESS3:
           ADDRESS4:
               CITY:               STATE:    ZIP CODE:
            COUNTRY:
              PHONE:
                                          FEI/SSN IND:



                                                 STATUS CODE: A
 EFF START DATE:            EFF END DATE:         LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE  F11-SAVE/CLEAR  ENTER-INQ  CLEAR-EXIT
```

36 VENDOR AMOUNT LIMIT PROFILE
INPUT CODING INSTRUCTIONS
(Not used in Michigan)

This profile is used by the Payment Processing Subsystem, and is maintained centrally.

Control Key

■ **Vendor**   Enter the 10--digit vendor number, and the three--digit mail code. The
No/Mail Code   vendor number identifies each vendor by a unique number. The vendor
                     mail code identifies multiple mailing addresses for a single vendor.

Information Elements

■ **Vendor Name**   Leave blank. This is system generated from the vendor no/mail code.
                     System will not let you enter anything in this field. Up to 50 characters are
                     allowed for the vendor name.

■ **Agency**   Enter the three--character agency code. The agency code must exist in the
                     D02 Agency profile.

■ **Amount Limit**   Enter up to an eight--digit amount limit. Only whole numbers are allowed.

■ **Status Code**   Enter a one--character status code as follows:
                     A — Active
                     I — Inactive
                     Note: This code will default to an active status if not entered. It may be
                     used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight--digit effective start date (MMDDYYYY format), which
                     identifies when the record becomes effective. This field can be left blank,
                     which will cause the record to be immediately available.

■ **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which
                     identifies when the record is no longer effective. This field can be left
                     blank.

```
S036 2.0                        R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:                    VENDOR AMOUNT LIMIT PROFILE                  FACS


VENDOR NO/MAIL CODE:
        VENDOR NAME:
            AGENCY:            (MUST BE IN D02 PROFILE)
       AMOUNT LIMIT:






                                                   STATUS CODE: A


 EFF START DATE:          EFF END DATE:         LAST PROC DATE:


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

90 NEWS/HELP TABLE
INPUT CODING INSTRUCTIONS

Control Key

- **Keyword**   Enter up to 12 -characters as the keyword. The first character must be non-blank. Blanks are allowed in positions 2 - 12.

- **Page**   Enter a numeric page number. Page number for the first screen of information for a Keyword is "01."

Information Elements

- **Description**   Enter up to 14 lines of descriptive information. Each line may contain up to 79 characters.

- **Status Code**   Enter a one--character status code as follows:
  A — Active
  I — Inactive
  This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S090 2.0                    R★STARS ACCOUNTING        08/15/94 12:00 PM
LINK TO:                      NEWS/HELP TABLE                      FACS


KEYWORD:            PAGE:









                                              STATUS CODE: A
 EFF START DATE:            EFF END DATE:        LAST PROC DATE:


F3-DELETE        F5-NEXT RECORD    F8-NEXT ERROR   F9-INTERRUPT    F10-SAVE
F11-SAVE/CLEAR    ENTER-INQUIRE    CLEAR-EXIT
```

91 REPORT REQUEST PROFILE
INPUT CODING INSTRUCTIONS

Control Key

The Control Key uniquely identifies each report request. Whenever a report is generated, the control key (agency, requester, request no and report ID) is printed in the top left corner.

- **Agency**   Enter the three-character agency code, which must exist in the D02 Agency profile. This Iidentifies the agency that will receive the report. Must exist in the D02 Agency profile.

- **Requester**   Enter the requester up to four characters. Identifies the requester for which the report is to be generated. This code is normally the user's initials or first name. It is used to assist in report routing.

- **Request No**   Enter the two-digit request number. Identifies multiple report requests with the same agency/requester/report ID. This enables agencies to request the same standard financial report with different levels of detail or reporting periods.

- **Report ID**   Enter the eight-digit report ID. Identifies the standard financial report to be generated. The first four characters of this field are generally DAFR, but may be other values for non-standard reports. The first four characters are DAFQ for profile listings.

Options

- **Appn Year**   Enter a two-digit appropriation year to restrict the report to a particular appropriation year. If the appropriation year is blank all appropriation years that are valid for the request will be selected.

- **Period**   Enter the two-character period code, which indicates the period of data that the financial report covers.
  PM   — Prior Month
  CM   — Current Month
  PY   — Prior Year
  CY   — Current Year
  01-13 — Specific Month
  Blank — Not Applicable

■ **FY**   Enter the two--digit fiscal year if a specific month (i.e. 01-13) is entered for a period.

■ **LTD**   Enter the one--character Life to Date indicator as follows:
Y — Show Grant or Project life to date information
N — Show Grant or Project fiscal year information
Blank — Show Grant or Project fiscal year information

■ **Frequency**   Enter an eight--digit date (MMDDYYYY format) for a specific day or enter daily, weekly, monthly, quarterly or annually.

■ **Freq Control**   Enter a value of "S" or "A." The "S" frequency control value designates the 97 System Management profile will control the running of this report request. Either by the user entering:
— a specific date for Frequency
— a Frequency of Daily
— a Frequency of Weekly, Monthly, Quarterly or Annually, and the corresponding Reporting indicator is set to "Y" in the 97 profile.

The "A" Frequency Control value designates the 25 Agency Control profile will control the generation of the report via the setting of the Agency Control Reporting indicators. The Frequency for the report on the Report Request profile record would need to be set to weekly, monthly, quarterly, annually.

■ **Org**   Enter the one--digit organization detail level, which identifies the level of organization detail to be printed on the requested report.
0 — None
1 — Agency Group
2 — Agency
3 — Level 2
4 — Level 3
5 — Level 4
6 — Level 5
7 — Level 6
8 — Level 7
9 — Level 8
A — Level 9

■ **Program**   Enter the one--digit program detail level, which identifies the level of program detail to be printed on the requested report.
0 — None
1 — Level 1
2 — Level 2
3 — Level 3
4 — Level 4
5 — Level 5
6 — Level 6
7 — Level 7
8 — Level 8
9 — Level 9

■ **Fund**   Enter the one--digit fund level which identifies the level of fund detail to be printed on the requested report.
0 — None
1 — GAAP Fund Group
2 — GAAP Fund Type/State Fund Group
3 — GAAP Fund/Appropriated Fund
4 — Fund

■ **Func**   Enter the one--digit function detail level, which identifies the level of function detail to be printed on the requested report.
0 — None
1 — Level 1
2 — Level 2
3 — Level 3
4 — Level 4
5 — Level 5
6 — Level 6
7 — Level 7
8 — Level 8
9 — Level 9

■ **Obj**   Enter the one--digit object detail level, which identifies the level of object to be printed on the requested report.
0 — None
1 — GAAP Category
2 — GAAP Source/Object/Grant Object
3 — Comptroller Object
4 — Agency Object

- **GL Acct**   Enter the one--digit general ledger account detail level, which identifies the
level of general ledger account to be printed on the requested report.
  0 — None
  1 — GAAP GL Account Category
  2 — GAAP GL Account Class
  3 — Comptroller GL Account
  4 — Agency GL Account

- **Grant**   Enter the one--digit grant detail level, which identifies the level of grant to
be printed on the requested report.
  0 — None
  1 — Grant Type/Grant Category/Grantor
  2 — Grant Number
  3 — Grant Phase
  4 — Agency Code 1

- **Proj**   Enter the one--digit project detail level, which identifies the level of project
to be printed on the requested report.
  0 — None
  1 — Project Type/ Project Category/ Project Group
  2 — Project Number
  3 — Project Phase
  4 — Agency Code 2

Special Options

Special selection options are appropriate for many reports. These options allow the user to limit
the report to a single classification value or a range of values (i.e. a single comptroller object or
range of comptroller objects). There are two fields for each option. To designate a single value,
enter the value in the first field. To designate a range of values, enter the starting value in the
first field and the ending value in the second field. Each of these options are described below:

- **Agency**   Enter a three--character agency which must exist in the D02 profile or enter
an agency range.

- **Org Code**   Enter a four--digit organization code which must exist in the D03
Organizational Code profile or enter an organization code range.

- **Program**
  Code   Enter a four--digit program code which must exist in the D04 Program
Code profile or enter a program code range.

- **Approp Fund**   Enter a four--digit appropriated fund which must exist in the D22

Appropriated Fund profile or enter an appropriated fund range.

- **Fund**
  Enter a four--digit fund which must exist in the D23 Fund profile or enter a fund range.

- **Appropriation**
  Enter a five--digit appropriation number which must exist in the 20 Appropriation Number profile or enter an appropriation range.

- **Function**
  Enter a four--digit function code which must exist in the D23 Function Code profile or enter a function code range.

- **Comp Object**
  Enter a four--digit comptroller object which must exist in the D10 Comptroller Object profile or enter a comptroller object range.

- **Agy Object**
  Enter a four--digit agency object which must exist in the D11 Agency Object profile or enter an agency object range.

- **GL Acct**
  Enter a four--digit general ledger account which must exist in the D31 General Ledger profile or enter a general ledger account range.

- **AGY GL Acct**
  Enter the eight--digit agency general ledger account which must exist in the D32 Agency General Ledger Account profile or enter an agency general ledger account range.

- **Grant**
  Enter a six--character grant number which must exist in the D47 Grant Number profile or enter a grant number range.

- **Proj**
  Enter a six--character project number which must exist in the D42 Project Number profile or enter a project number range.

- **Spec Sel 1**
  Enter up to 10 digits in special selection 1 or range of special selection 1. Note: These codes are specifically defined for each report in the 90 News/Help profile under the keyword of their report ID (i.e. DAFR7670). Unless otherwise specified in the 90 News/Help profile, dates entered in special selection 1 must be in MMDDYYYY format.

- **Spec Sel 2**
  Enter up to 10 digits in special selection 2 or range of special selection 2. Note: These codes are specifically defined for each report in the News/Help profile under the keyword of their report ID (i.e. DAFR7670). Unless otherwise specified in the 90 News/Help profile, dates entered in special selection 2 must be in MMDDYYYY format.

■ **Rounding** Enter the one--digit rounding level indicator, which identifies the level of rounding to be used on the requested report.
 W — Round to the nearest whole number
 H — Round to the nearest hundred dollar
 T — Round to the nearest thousand dollar
 M — Round to the nearest million dollar
 Blank — No rounding

■ **Status Code** Enter a one--character status code as follows:
 A — Active
 I — Inactive
 This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S091 2.0                        R★STARS ACCOUNTING            08/15/94 12:00 PM
LINK TO:                       REPORT REQUEST PROFILE                      FACS


     AGENCY:          REQUESTER:          REQUEST NO:       REPORT ID:

 APPN YEAR:    PERIOD:    FY:    LTD:    FREQUENCY:        FREQ CONTROL:

LVL-ORG:   PROG:   NACUBO:   FUND:   FUNC:   OBJ:   GL ACCT:   GRANT:   PROJ:


SPECIAL SELECTS -0
         AGENCY:                          ORG CODE:
  PROGRAM CODE:                        NACUBO FUND:
   APPROP FUND:                               FUND:
APPROPRIATION:                            FUNCTION:
   COMP OBJECT:                         AGY OBJECT:
       GL ACCT:                        AGY GL ACCT:
         GRANT:                            PROJECT:
     SPEC SEL 1:                        SPEC SEL 2:
       ROUNDING:                                   STATUS CODE:
EFF START DATE:            EFF END DATE:            LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

92 GRANT/PROJECT BILLING REQUEST PROFILE
(Not used in Michigan~~Functionality not released~~)

The Grant/Project Billing Request profile is used to request the billings for projects which are not scheduled for automatic billing at month end. This profile provides the ability to request a selected cycle of projects. It contains a cycle selection which is used by the Project Billing subsystem to select projects which have billing schedule dates in the PC profile which fall within the cycle selection. The following example illustrates:

> **PB Profile Cycle Selection:**   **FROM 0801 TO 0803**
> **PC Profile Entries Selected:**   **0801**
> **0802**
> **0803**
> **01**
> **02**
> **03**

The billing capabilities in R★STARS may be selected on a project or grant phase-by-phase basis and include these two primary options.

- ■ **Cycle Selection** — billing transactions may be calculated at each period end or on specific dates or other cycles such as monthly, quarterly, etc.

- ■ **Billing Method** — bills may be calculated with or without regard to billable budgets and may be calculated using actual costs, standard percentages or standard costs per unit.

All projects with a billing cycle of "2" (bill on specific date) and MMDD values which fall within the project billings cycle selection are printed on the project billings detail report.

92 GRANT/PROJECT BILLING REQUEST
INPUT CODING INSTRUCTIONS
(Not used in MichiganFunctionality not released)

Control Key

■ **Agency**   Enter the three-character agency code, which must exist in the D02
Agency profile.

■ **Period**   Enter the two-character fiscal period as follows:
CM— current month - through the current date
PM — prior month - through the end of the prior month
Identifies the month for which billings should be printed on proof lists
and/or generated.

Billing Cycle Selection

■ **From Date/To Date**   Enter up to six ranges of transaction schedules in the MMDD format.
Identifies ranges of dates to be included in the transaction cycle. From
date must be less than or equal to the to date. Example:

FROM DATE	TO DATE
0701	0703

All projects with the following MMDD dates in the Project Control Table
would be selected in this example:

MMDD
01
02
03
0701
0702
0703

■ **Trans Ind**   Enter one-character transaction indicator or leave blank as follows:
Blank — No system action
P — Proof List**:** Prints a proof listing of selected grants/projects,
but does not post the transactions.
G — Generate Transaction**:** Prints a proof listing of the selected
grants/projects, and posts the transaction.
Identifies system action to be taken for each range of transaction schedules.

The transaction indicator must be blank if the corresponding from date/to date is blank.

Exclude/Include Fields

■ **Grants To Exclude/ Projects To Exclude**   Enter the six-character grant or project number and two-digit grant or project phase. Identifies grants and projects to be excluded from the cycle selection.

■ **Grants To Include/ Projects To Include**   Enter the six-character grant or project number and two digit grant or project phase. Identifies grants and projects to be included in the cycle selection.

```
S092                       R★STARS ACCOUNTING             08/15/94 12:00 PM
LINK TO:                GRANT/PROJECT BILLING REQUES                   FACS


 AGENCY:
 PERIOD:    (CM=CUR MONTH, PM=PRIOR MONTH)

 BILLING CYCLE    FROM DATE   TO DATE    TRANS      FROM DATE   TO DATE   TRANS
 SELECTION          MMDD       MMDD       IND         MMDD       MMDD      IND
              1                                    4
              2                                    5
              3                                    6

 GRANTS TO EXCLUDE
    1              2              3            4            5
 PROJECTS TO EXCLUDE
    1              2              3            4            5
 GRANTS TO INCLUDE
    1              2              3            4            5
 PROJECTS TO INCLUDE
    1              2              3            4            5


 F1-HELP F3-DELETE F9-INTERUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQUIRE CLEAR-EXIT
```

93 RECURRING TRANSACTION REQUEST PROFILE
INPUT CODING INSTRUCTIONS

The Recurring Transaction Request profile is used to control when recurring transactions will be generated. This profile enables users to request proof lists of transactions scheduled to be generated during a specified period of time. Once the proof lists are reviewed, the profile is again used to request generation of those transactions. The user should assign one agency employee responsibility for maintaining this profile to ensure that only authorized transactions are generated.

As stated above, the Recurring Transaction Request profile contains elements which are used to request proof lists or actual posting of generated transactions. These elements are described below.

Control Key

■ **Agency**   Enter the three--character agency code, which must exist in the D02 Agency profile. Each Agency has one record in the Recurring Trans Request profile.

Information Elements

■ **From Date/To Date**   Contains six "from date" and "to date" fields which are used to identify the time frames for which proof lists or actual transactions are to be generated. The range of dates entered in this segment are used to select the transactions recorded in the Recurring Transaction profile. For example, the monthly lease payment scheduled for the first day of each month would be selected if the from date/to date range in the 93 profile included the first day of the month. This is illustrated below.

550 Recurring Transaction profile Entries - Generate Schedules

MMDD	MMDD	MMDD	MMDD
01	02	15	17

93 Recurring Transaction Request profile Entries

From Date	To Date
0701	0703

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The 550 profile entries would be selected by the range of dates entered in the 93 profile. The "01" DD entry and the "02" entry fall within the date range 0701 to 0703. However, the "15" and "17" DD entries would not fall within the date range.

■ **Trans Ind** The Transaction indicator identifies whether proof lists or transactions are to be generated. The value "P" indicates to generate a proof list. The value "G" causes transactions to be generated and posted. Each from date/to date range may have a unique Transaction indicator. For example, the user can select proof lists for transactions scheduled for 0707 to 0714 and generate transactions for those scheduled for 0701 to 0706.

■ **Transactions to Include/ Exclude Fields** Includes 10 "Include" and 10 "Exclude" fields which may be used to modify the transaction selection identified by the from/to date ranges. A transaction may be specifically Included or specifically Excluded by entering these fields. For example, when requesting proof lists for this week, a user may also request a transaction scheduled for the following week to be included on the proof lists. A common situation for use of the exclude fields is when, after review of a proof list, it is determined that one of the transactions listed cannot be generated because the required supporting documentation has not been submitted for approval. In this case, the transaction which was not approved could be excluded from being generated by entering the transaction number and suffix in the exclude field.

■ **Status Code** Enter a one--character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

■ **Eff Start Date** Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

The combination of these elements provides substantial flexibility in approving and generating recurring transactions.

Whenever the 93 profile is used to either request proof lists or generate transactions, the recurring transaction subsystem generates the DAFR4200 recurring transactions detail report. A field on the report indicates whether the transactions were generated or not. The "P" indicates that only a proof list was generated. Proof lists should be reviewed prior to requesting the generation of the transactions. The value "G" would indicate that the transactions were generated and posted as shown on the report. When the report is for generated transactions, as opposed to a proof list, this report serves as the primary audit trail for the subsystem-generated transactions.

```
S093                         R★STARS ACCOUNTING              08/15/94 12:00 PM
LINK TO:                 RECURRING TRANSACTION REQUEST                    FACS



AGENCY:
CYCLE            FROM DATE   TO DATE    TRANS      FROM DATE   TO DATE    TRANS
SELECTION:         MMDD       MMDD       IND         MMDD       MMDD       IND
                1:                                 4:
                2:                                 5:
                3:                                 6:

TRANSACTIONS TO EXCLUDE:
  1:            2:            3:            4:            5:
  6:            7:            8:            9:           10:

TRANSACTIONS TO INCLUDE:
  1:            2:            3:            4:            5:
  6:            7:            8:            9:           10:
                                                   STATUS CODE: A
 EFF START DATE: 08091994   EFF END DATE:          LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

95 REPORT DISTRIBUTION PROFILE

The Report Distribution profile controls the distribution of financial reports. This profile is designed with many user options to provide the flexibility necessary to distribute reports efficiently and on a timely basis. This profile allows you to:

- Identify the person/organization who will receive the report
- Describe the report recipient's name, address, telephone, and any delivery instructions
- Describe the media on which the report will be produced (hard copy or microfiche)
- Identify the printer on which the report will be produced
- Specify the number of copies

The R★STARS Support Group has set up a standard default Report Distribution profile record for each agency. Agencies will receive the reports as defined by the default setting. Reports that are separately requested will automatically be distributed under the default setting unless a separate report distribution record is created.

The functions and contents of the Report Distribution profile are described below.

Control Key

The Report Distribution profile control key consists of an agency, requester, request number, report ID, and distribution code. The control key uniquely identifies each report distribution record in the system. The agency, requester, request number, and report ID combination must match a report designated in the Report Request profile unless the record is a default routing.

Defaults may be set at the agency, requester or report level. The elements required for each of these defaults are:

	Agency	Requester	Request No	Report ID	Dist Code
Agency	R	N	N	N	R
Requester	R	R	N	N	R
Report	R	R	N	R	R
Specific Request	R	R	R	R	R

R = Required
N = Not Allowed

Agency level defaults will be used if there is not a report distribution record specifically setup for a report and there is not a requester or report level default.
Requester level defaults are set up by agency personnel. Requester level defaults are used to consistently route reports requested by the same requester. Requester level defaults are used if

no specific report distribution record exists for a request and no report level default exists for the requester/report combination.

Report level defaults are used to route all requests made by a requester for a report to the same distribution. This capability allows a user to set up one distribution for all requests for a report.

Information Elements

The information element segment includes the media type, device ID, copies, name, address, city, state, zip code, telephone, and instructions. Each segment is described below.

- **Media Type**   The media type is used to direct output to the desired output media.

- **Device ID**   The device ID is used to identify the printer if a remote job entry printer (RJE) is the media type.

- **Copies**   The copies data field is used to specify the number of copies to be generated for each distribution.

- **Name, Address, City, State, Zip, Telephone, and Special Instructions**   These are optional information elements which may be used to specify distribution data for a specific report.

Relationship to Other Profiles

The combination of agency, requester, request number, and report ID identifies each report produced by the system and provides the link to the report designated in the Report Request profile (91).

The Report Distribution profile is also related to the D63 Device ID profile. When RJE is the media type, the device ID must be a valid device ID identified in the device ID profile. The coding instructions, an example screen and the coding form for the Report Distribution profile follow.

95 REPORT DISTRIBUTION PROFILE
INPUT CODING INSTRUCTIONS

Control Key

The Control Key uniquely identifies each Report generated by the system. The agency, requester, request no, report ID combination must match a report designated in the Report Request profile.

- **Agency** Enter the three--character agency code from the report request record. Must exist in D02 profile.

- **Requester** Enter up to a four--character requester code from the report request record.

- **Request No** Enter the two--digit request number from the report request record.

- **Report ID** Enter the eight--digit report ID from the report request record.

- **Dist Code** Enter a four--character distribution code. Identifies the person or organization receiving the report. This could be the receiver's name, initials or code.

Information Elements

- **Media Type** Identifies the desired output media for the requested report. Examples are:

  RMDD — Report output goes to the Report Management and Distribution System (RMDS). Used for reports with a frequency of daily or MMDDYY. (MMDDYY = report run on a specific date).

  RMDW — Report output goes to RMDS. Used for reports with a frequency of weekly.

  RMDM — Report output goes to RMDS. Used for reports with a frequency of monthly.

  RMDQ — Report output goes to RMDS. Used for reports with a frequency of quarterly.

  RMDY — Report output goes to RMDS. Used for reports with a frequency of yearly.

  RMDC — Report output goes to RMDS. Used for control reports.

  RMDS — Report output goes to RMDS. Used for miscellaneous reports.

■ **Device ID** Enter the four--digit device ID if the media type is "RJE" or leave blank. Identifies the device for the requested report. If entered, must exist in the D63 Device ID profile.

■ **Copies** Enter the two--digit number of copies. Identifies the number of report copies to be generated.

■ **Name** Enter the name up to 60 characters or leave blank. Identifies the name of the person/organization to receive the report.

■ **Address 1** Enter up to a 40--character street address of the report destination, or leave blank. Identifies the address of the report distribution.

■ **Address 2** Enter up to a 40--character street address of the report destination, or leave blank. Identifies the address of the report distribution.

■ **City** Enter the city up to 30 characters or leave blank. Identifies the city of the report destination.

■ **State** Enter a two--character state code or leave blank. Identifies the state of the report destination.

■ **Zip** Enter the zip code, either five or nine digits or leave blank. Identifies the zip code of the report destination.

■ **Mail Code** Enter a three--character mail code or leave blank. Identifies an internal mail routing designation at the agency.

■ **Phone** Enter the phone number up to 10 characters, or leave blank. Identifies the phone number of the individual to receive the report.

■ **Instructions** Enter any special instructions up to 40 characters or leave blank. Identifies any special delivery instructions or other descriptive data.

■ **Status Code** Enter a one--character status code as follows:
A — Active
I — Inactive
This code will default to an active status if not entered. It may be used to inactivate records no longer in use.

- **Eff Start Date**   Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

- **Eff End Date**   Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S095                      R★STAR ACCOUNTING            08/15/94 12:00 PM
LINK TO:               REPORT DISTRIBUTION PROFILE                    FACS


AGENCY:      REQUESTER:      REQUEST NO:    REPORT ID:      DIST CODE:


                      MEDIA TYPE:
                       DEVICE ID:
                          COPIES:
           NAME:
      ADDRESS 1:
      ADDRESS 2:
           CITY:
          STATE:        ZIP:                MAIL CODE:
          PHONE:
   INSTRUCTIONS:

                                               STATUS CODE: A
EFF START DATE: 08091994   EFF END DATE:        LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

550 RECURRING TRANSACTION PROFILE
INPUT CODING INSTRUCTIONS

Control Key

■ **Agency**   Enter the three--character agency code, which. When entered, it must exist in the D02 Agency profile. (Required)

■ **Trans No**   Enter up to a six--digit transaction number. (Required)

■ **RTI**   Enter the six--digit recurring transaction index or leave blank. This is a user defined coding block which defines the elements to be split or looked up by the RTI. For split recurring transaction indexes, the total percentage allocation by the recurring transaction index must equal 1.00 (100% percent). Up to 10 coding blocks can be assigned to one unique split Recurring transaction index.

■ **RTI Type**   Valid values are "R" (Regular) and "S" (Split). The recurring transaction index type indicator defaults to "R," which indicates that the record will be used for traditional recurring transaction entry. The user must change the type to "S" when establishing split recurring transaction indexes. All transactions for a given recurring transaction index must have the same recurring transaction index type.

■ **User ID**   Defaulted field.

Information Elements

A recurring transaction record with RTI Type = "R" can be added with all element values blank, except either Amount or % Allocated must be entered. When the RTI Type = "S," no classification elements other than the following may be entered: fund, appropriation year, appropriation number, project number/phase, grant number/phase, subgrantee, multipurpose code, and agency code 1,2, or 3.

The following coding instructions only apply if a field is coded.

■ **Description**   Enter up to 40 characters of description for the recurring transaction.

■ **Generate Schedule**   Enter the four--digit generate schedule in MMDD format. There are up to four generate schedules possible. Month (MM) must be from 01 to 12 and Date (DD) must be from 01 to 31.

■ **Batch Agy**   Enter a three--digit batch agency. When entered, it must exist in the D02 Agency profile. Typically, this field is defaulted based on the user's log-on.

■ **Batch Type**   Enter the one--character batch type as follows:
1 — Budgetary
2 — Revenues/Receipts
3 — Pre-encumbrances/Encumbrances
4 — Expenditures/Disbursements
5 — Journal Voucher
Identifies the type of transactions in the batch. Each batch type must match the range of batch types defined in 28B Transaction Code Decision profile for the transaction.

■ **Doc Date**   Enter the eight--digit document date in MMDDYYYY format. Identifies the date related to the document.

■ **Serv Date**   Enter the eight--digit service date in MMDDYYYY format; this date identifies the date of service. The service date must be on, or before, the final post date (close out date) of the project or grant.

■ **Cur Doc/SFX**   Enter the current document, up to eight characters. Enter the current document suffix, which is required when the current document number is entered. The last three characters of the Current Document must be numeric. In the on-line process, the current document number will not be retrieved from the 550 profile.

■ **Ref Doc/SFX**   Leave blank or enter the reference document, up to eight digits plus a three-digit suffix. The reference document identifies a document that has been previously entered in R★STARS. The suffix is always required when the reference document is entered. In the on-line process, the reference document number will not be retrieved from the 550 profile.

■ **Trans Code**   Enter the three--digit transaction code, which identifies the transaction to be posted to R★STARS.

■ **Index**   Enter the five--digit index code or leave blank.

■ **PCA**   Enter the five--digit PCA code or leave blank.

■ **Comp/Agy Obj**   Enter a four--digit comptroller object and/or a four--digit agency object.

Each agency identifies in the 25 Agency Control profile whether agency objects will be coded for expenditures or revenues or both. If agency object is coded comptroller object may either be referenced in the profile or coded on input, depending on whether the agency object is at a lower level of detail (agency object will look up comptroller object) or whether the agency object is at a summary level (both agency object and comptroller object are coded).

■ **Amount**   Enter the amount or leave blank. If the Percentage Allocated field is entered, amount can be left blank, otherwise it is required. This field is not valid with the RTI Type = "S."

■ **RVS**   Enter the one--character reverse code. A value of "R" causes the impact of a transaction to be reversed.

■ **Discount**   Enter up to 11 digits with two decimal places for the amount of discount.

■ **Fund Ovrd**   The Fund Override indicator allows the system to override a fund control edit in order to post an accounting transaction. Enter the one--character fund override as follows:
Blank — Transaction posts normally
A — Overrides any agency fund-control edits and allows the transaction to post.
W — Overrides any systemwide fund-control edits and allows the transaction to post.

■ **Doc Amt**   Enter the document amount if the amount field is entered. Document amount is the sum of all transactions entered for a particular document number.

■ **Doc Agy**   Enter the three--character document agency code. If entered, must be in the D02 Agency profile.

■ **Bank ID**   Enter the three--digit Bank ID. When entered, it must exist in the D56 Bank ID profile.

- **% Allocated**   Leave blank or enter up to three digits for a % allocated. When entered, it must have two decimal places. Must be entered if amount is blank.

- **PDT**   This element is looked up from the vendor number and mail code record in the 51 Systemwide Vendor Mail Code Inquiry profile.

- **Mod**   Enter a one-character modifier code. The modifier code identifies how the document should be posted and is normally required on encumbrance transactions referencing pre-encumbrances, expenditure transactions referencing encumbrances and cash receipt transactions referencing accounts receivable documents. The valid values are:
  - **F** — Final Liquidation: The transaction represents a final payment on the document.
  - **P** — Partial Liquidation: The transaction represents a partial payment on the document.
  - **A** — Activate a previously closed document.
  - **C** — Close a document to preclude further posting, used for final receipts.
  - **Blank** — Defaults to Partial (P).

- **Appn Year**   Enter a two-digit appropriation year. It defaults to the current appropriation year.

- **Appn No**   Enter the five-digit appropriation number. When entered it must exist in the 20 Appropriation Number profile. Index or PCA may look up the Appropriation Number.

- **Fund**   Enter the four-digit fund. When entered, it must exist in the D23 Fund profile. Index or PCA may look up the Fund.

- **GL Acct/Agy**   Enter the four-digit comptroller general ledger account or an eight-digit agency general ledger account or leave blank. If comptroller general ledger account is entered, it must exist in the D31 Comptroller General Ledger Account profile. If the agency general ledger account is entered, it must exist in D32 Agency General Ledger Account profile.

- **DMI**   Enter the one-character Disbursement Method indicator as follows:
  - **H** — Hold
  - **L** — Local
  - **M** — Manual
  - **R** — Release
  - **E** — Expedite

Blank — No Action

■ **Grant No/Ph** Enter the six--character grant number and the two--digit grant phase or leave blank. When entered, they must exist in the 29 Grant Control profile.

■ **Subgrantee** Enter the 14--digit subgrantee code or leave blank. When entered, it must exist in 31 Subgrantee profile. **(Not used in Michigan)**

■ **Proj No/Ph** Enter the six--character project number and the two--digit project phase or leave blank. When entered, they must exist in the 27 Project Control profile.

■ **MPCD** Enter the 10--character multipurpose code or leave blank.

■ **Agy Cd 1** Enter the four--character agency code 1 or leave blank. If entered, it must exist in the D26 Agency Code 1 profile.

■ **Agy Cd 2** Enter the four--character agency code 2 or leave blank. If entered, it must exist in the D27 Agency Code 2 profile.

■ **Agy Cd 3** Enter the six--character agency code 3 or leave blank. If entered, it must exist in the D36 Agency Code 3 profile.

■ **Vend/MC** Enter a 10--character vendor number and a three--digit vendor mail code or leave blank. When entered, the vendor number and mail code must exist in the 51 Systemwide Vendor Mail Code Inquiry profile.

■ **Status Code** Enter a one--character status code as follows:
A — Active
I — Inactive
This code will default to "I" when a new RTI record is established. Once all records associated with a particular RTI have been entered, the user must select "F12" to activate all profiles for this RTI.

■ **Eff Start Date** Enter the eight--digit effective start date (MMDDYYYY format), which identifies when the record becomes effective. This field can be left blank, which will cause the record to be immediately available.

■ **Eff End Date** Enter the eight--digit effective end date (MMDDYYYY format), which identifies when the record is no longer effective. This field can be left blank.

```
S550                         R★STAR ACCOUNTING              08/15/94 12:00 PM
LINK TO:                  RECURRING TRANSACTION PROFILE                   FACS

AGENCY:       TRANS NO:                        RTI:        RTI TYPE: R
USER ID: @PMMCS      DESCRIPTION:
GENERATE SCHEDULE (MMDD) - 1:          2:        3:       4:
 BATCH - AGY:         TYPE:     DOC DATE:        SERV DATE:
 CUR DOC/SFX:                       REF DOC/SFX:
  TRANS CODE:
        INDEX:
          PCA:
COMP/AGY OBJ:
      AMOUNT:             RVS:   DISCOUNT:              FUND OVRD:
     DOC AMT:             DOC AGY:                      BANK ID:
  % ALLOCATED:            PDT:     MOD:     APPN YEAR:    APPN NO:
        FUND:         GL ACCT/AGY:
 GRANT NO/PH:           SUBGRANTEE:               PROJ NO/PH:
        MPCD:         AGY CD - 1:          2:          3:
     VEND/MC:                                   STATUS CODE: A
 EFF START DATE: 08091994   EFF END DATE:        LAST PROC DATE:


 F1-HELP   F3-DELETE   F4-EDIT  F5-NEXT TRANS NO  F8-NEXT FOR RTI  F9-INTERRUPT
 F10-SAVE  F11-SAVE/CLEAR  F12-RTI COMPLETE   ENTER-INQUIRE   CLEAR-EXIT
```